**Bhavani.S nameisbhavanas@gmail.com**

 **Ph no : 9553101927**

**SUMMARY**

* Having 2.8 years of total experience in Sales and Recruiting with**, IT Staffing Company.**
* Involved in full cycle Recruitment involving sourcing, identifying, and interviewing, screening and placing personnel in quick turnaround time in contract, contract with hire and permanent positions
* Having experience in performing needs analysis, requirements definition, consulting on sourcing strategies, recruiting, screening, scheduling interviews, reference checking, negotiating, making offers, creating contracts and closing candidates that can help actualize corporate missions etc.
* Get requirements from **US IT staffing companies** within all the locations across USA.
* Possess knowledge of sales and recruiting processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
* Having experience Tax-terms like **W2, 1099, C2C.**
* Understanding the client requirements, coordinating for short listing and **screening including preliminary interview** of the candidates
* Handled all the IT Technologies involving combination of complex skill sets and rare technologies.
* Extensive experience of Internet Recruiting for candidates and industry leads, pre-screening to quality potential candidates.
* Dealing with consultants on **H1B, GC and CITIZEN**, etc. Negotiating the rates on Contract, Contract to hire basis.
* Understanding the clients requirements, coordinating for short listing and screening including preliminary interview of the candidates.
* Responsible to understand and analyze the requirements in different domain categories.
* Coordinating Scheduling & Conducting Interviews.
* Expertise in using job portals like **Dice**, **Monster**, **Corp-Corp**, **career builder**, etc.
* Keeping Track of Responses & Short listing Profiles.

**PROFESSIONAL EXPERIENCE**

**Senior Bench sales recruiter**

**DSR Infotech Pvt Ltd. dec2017-Present**

It is one of the fastest growing global consulting and IT Services Company, our overriding mission in consulting services to provide the best in class solutions to our clients who prefer to focus on their core and look to their partners to support them in business process and reducing cost.

Responsibilities:

* Marketing own H1- B Consultants and getting them the new projects by Interacting with the Vendors and Clients.
* Posting/submitting their resumes on various job boards/requirements and finding requirements for them through other resources.
* Experience in working with different job portals like DICE, Monster, Corp to Corp, Career Builders etc.
* Handling **Sales and marketing** category like consultants whoever available on bench.
* Sourcing new Consultant on bench who wanted to market their profile and who are in a need of H1B Visa as well.
* Getting the feedback from the Vendors on the resume and Updating the Consultant on the feedback.
* Maintain professional relations with consultants and vendor contacts
* Posting the resumes of the consultants in the job portals.
* Timely communication with candidates for their availability for contract, salary negotiation,relocation, etc
* Monitoring and **follow-up** till final selection.
* Maintaining consultant database individually depending on the technologies.
* Maintaining the Vendor Database
* Exceptional Self Motivational Skills and willing to work in pressure situations if required.
* Checking for the right requirements that match our consultant profiles on various job portal
* Maintain the Relationship with vendors and with the consultants.
* Maintain the database on various skill sets.
* Sending Week End and Month End reports.

**Education**

B.Tech in Electrical&Electronics

Medha Engineering College (JNTU-H)

**Technical Skills**

Software Packages **:**  MS-Office, Developer 2000

Operating Systems **:** MS DOS, Windows 95/98/2000/XP

**Declaration**

I hereby Declare that above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

 **Signature**

 Bhavani