**Vijay**

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Contact No: **7702-354-159**

**PROFESSIONAL SUMMARY**

Having 7 + years of valuable contribution towards US staffing as a Bench Sales Recruiter.

* Major hands of experience in **Bench** **Sales** Marketing.
* Actively involved in sourcing, identifying, Vendors and Prime Vendors requirements.
* Understanding of Technology Skills and the ability to map them to Business requirements.
* Suggest consultants if any modifications required and submitting profile to Vendors on regular basis requirements.
* Maintaining good and healthy relationships with Consultants and Vendors.
* Good understanding of US staffing business, **sales** process and recruitment process.
* Good exposure of Corp to- Corp deals.
* Aggressive, dynamic & result oriented with strong communication skills.
* Highly self-motivated and self-directed.

**PROFESSIONAL EXPERIENCE**

**Position: Sr. Bench Sales Recruiter Feb 2020- Till date**

**Company: Charter Global Inc Head Office: Atlanta, GA**

**Responsibilities:**

* Responsible for marketing the given **Bench** consultants of various technologies.
* Sourcing requirements that suitable for the **Bench** consultants from Vendors, Prime Vendors and from various resources like job portals, Google groups.
* Coordinating with the consultants and ensures candidate is able, willing and ready to take the position.
* Actively involved in negotiating rates with the vendors before submitting profile.
* Track the submissions and make regular follow-ups on submittals for the updates.

**Position: Sr. Bench Sales Recruiter July 2017- Jan 2020**

**Company: USM Business Systems Inc Head Office: VA**

**Responsibilities:**

* Analyze Requirement. Finding and matching prospective candidates by telephone, e-mail and the Internet to determine skills, experience, and areas for geographic employment, preferences, and availability with the requirement.
* Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites.
* Ensure resume appropriately reflects experience and requirement.
* Check for the Candidate is willingness to relocate to the Project location in case he/she is not a local Candidate.
* Ensure candidate is able, willing and ready to take the position.
* Negotiate salaries/Rates with candidates and with subcontracting companies. /Independent Consultants

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**Position: Sr. Bench Sales Recruiter Nov 2016- May 2017**

**Company: Hermitage Info tech LLC Head Office: NJ**

**Responsibilities:**

* Communicating with US Vendors – meeting their requirements.
* Scrutiny & submission of resumes to client requirements after sourced by recruiters.
* Responsible for marketing the given bench consultants of various technologies.
* Experience on uploading and updating the bench consultants’ resumes on various portals and working with personal contacts.
* Posting the company holist of the available consultants on to the Google groups in regular intervals.
* Scrutiny and submission of resumes to client requirements after resourced by recruiters.

**Position: Bench Sales Recruiter FEB 2015- OCT 2016**

**Company: ITOBJECTS LLC Head Office: VA**

**Responsibilities:**

* Primarily responsible for searching for requirements (using various internet sources and referral techniques), screening and presenting viable candidates based on detailed job descriptions that were received.
* Responsible for building contacts with the US Prime Vendors (**Tier 1/Tier 2)** to receive direct end client requirements.
* Making calls to the US preferred vendors to find out whether they are working on any contract positions suitable for our technical consultants.
* Assisted in checking employment references and arrange for all types of background checks if necessary.
* Helped in scheduling the interviews.
* Briefed the candidates before and after interviews.
* Involved in extensive follow-up with vendors, extending offers and managing the offer process.
* Maintained a thorough and accurate documentation of all the conversations with the US Vendors.

**Position: Bench Sales Recruiter OCT 2012- JAN 2015**

**Company: Sriven Infosys INC Head Office: NY**

* Gathering requirements suitable for the bench consultants from various resources like job portals, Google groups, Messenger contacts, Personal Vendor base.
* Keeping a track record of submissions, following up with the vendors on resume submissions, interview schedules and feedback.
* Maintaining Good interpersonal relation with the Vendors whom I deal with before.
* Experience on working with Job Portal searches like Monster, Indeed, Career Builder, Dice, Tech fetch etc.
* In depth Knowledge of Corp-to-Corp, 1099, W2 Tax Terms.
* Have hold on social networks like Linked in and Google strings
* Sourcing for the requirements which are open in the market.