**Vijay Sarathi Surineni,**

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**Phone no: 8500416178**

**Professional Summary:**

* Over 5+ years’ of experience as a Bench sales recruiter in US Staffing
* Strong logical and Analytical Reasoning Skills, Excellent Communication with Good Listening Presentation and Intrapersonal Skills.
* Excellent problem solving skills with a strong technical background and good interpersonal skills.
* Quick learner and excellent team player, ability to meet tight deadlines and work under pressure
* Extensive experience in Sourcing through various web job portals like DICE, Indeed, monster, career builders, etc.
* Experience in dealing W2/C2C with U.S. Citizens, Green Card Holders, H1B, OPTcandidates.
* Able to meet aggressive deadlines and handle multiple high priority requirements on day-to-day basis.
* Have good understanding of Recruiting It Professionals for Us Companies.
* Experienced in handling the Full Cycle of Bench Sales Recruitment. i.e from Sourcing Job Requirements from Prime Vendors, Vendors, Clients etc, to Submitting the Bench Consultants, Negotiating the best Rates, Following up on Interview Schedules & Placing the Consultants at best deals.
* Expert in Job Portal searches likes Dice, Monster, Career Builder, Tech fetch, Indeed, Linkedin etc. and also other Networking Methods.
* Ability to understand the technical requirements and submit consultants profiles on time.
* Good Negotiating skills in finalizing rates/salary.

**Education:** Bachelor’s in Mechanical Engineering from Gayatri Institute of Engineering and Technology,(JNTUK), 2014.

**Professional Experience:**

**Organization – Knowledge Business Solutions**

**Designation – Senior IT Sales Recruiter**

**Duration- March 2020- Till Date**

**Roles & Responsibilities:-**

* Sourcing, identifying, the Requirements from top vendors to place consultants in quick turnaround time in.
* Marketing our bench own consultants to the suitable requirements.
* Establish and maintain a good relationship with the employees, vendors and the clients.
* Making Follow ups with different vendors for previously submitted positions.
* Source using LinkedIn, CareerBuilder, Monster, Indeed, Boolean search strings, and market specific job boards
* Serve as point of contact for candidates from initial contact through start date, and completion of assignment in an effort to keep them continuously employed.
* Working on the paper works of our consultants and completing all required process in order to get start date

**Organization – Askio InfoTech Private Services Limited**

**Designation – Senior IT Sales Recruiter**

**Duration- March 2018- Feb 2020**

**Roles & Responsibilities:-**

* Responsible for Aggressive marketing of Bench Consultants.
* Review and understand technical job requirements, long-term relationships with candidates, Formatting resumes, meeting client expectations.
* Physical checking of the each candidate profile, qualifications, skills and experience.
* Maintaining good relationship with clients and placing the candidates with them continuously.
* Bringing OPT profiles to the bench if needed.
* Maintaining good relationships with vendors in order to present candidates.
* Scheduling Interviews for Consultants and guiding them at the time of interview by providing the information of the client.
* Working extensively on marketing the bench consultants.
* Gathering requirements for consultants from Tier-1 Vendors of clients, Job portals and other networking techniques.
* Submitting the candidates for the suitable positions and following up regarding the rates and client interviews.
* Search in Job Boards, apply resumes, Work with consultants and update the resumes based on Job.
* Generating leads from existing contacts and possessing a drive to convert prospect leads into business.
* Co-ordinating with candidates from beginning to end involving job search, agreement, rate negotiations, resume and interview preparation, Interview feedback, placement co-ordination and build a strong relationship with the candidates.
* Regular interaction and Follow-up with Bench Consultants and identifying their needs and getting them in to projects accordingly.
* Reporting the updates to Recruiting Manager.

**Organization – Damian Consulting Inc**

**Designation – IT Sales Recruiter**

**Duration-MAY 2015-Feb 2018**

**Roles & Responsibilities:-**

* Review and understand technical job requirements, long-term relationships with candidates, Formatting resumes, meeting client expectations.
* Physical checking of the each of the candidate profile, qualifications, skills and experience.
* Ability to understand the technical requirements and quickly present the profiles in time.
* Sourcing / Searching qualified candidates to man the requirements, for US Market.
* Internal & External Searches, using Web Portals, Networking etc.
* Managing and developing a Database of various skill-sets. Developing and maintain pipeline of qualified candidates.
* Efficiently handle multiple requirements and quickly present good resumes to the client.
* Preparing the candidate on comm. skills, interview skills and general information about the client, so as to increase chances of conversion
* Maintaining good relationships with vendors in order to present candidates.
* Explaining Company confidential information and follow the rules to protect according to company guidelines under government law procedures. Creating awareness about employee benefits and facilities according to the role and place.
* Experience in developing contacts and generating business development activities.
* Working extensively on marketing the bench consultants.
* Marketing profiles in Dice, Monster, Corp-Corp, Career Builder, etc.
* Preparing hot list of available consultants.
* Responding to requests & timely submissions to the clients.
* Providing training to consultants on how to handle vendor calls, reworking on the resumes if required.
* Negotiating rates & following up regularly with the vendors on the submission & interviews. ·
* Scheduling Interviews for Consultants and guiding them at the time of interview by providing the information of the client.
* Ensuring smooth exchange of paper work, such as NCA, Pre-interview agreement, contracts etc.
* Managing and converting contacts to long term relations.