**Giri japala**

Email: [giri.japala2008@gmail.com](mailto:giri.japala2008@gmail.com)

Contact: 9394030410

Location: L B Nagar, Hyderabad

**HUMAN RESOURCE PROFESSIONAL**

Seeking challenging assignments across the industry



**PROFILE**

* **9 Plus years of work experience in US Bench Sales Recruiting and Experienced as Team Lead and Business Development Manager (BDM).**
* **I placed many consultants for different skills sets like: QA Tester, ETL Tester, Informatica, SAS, Teradata, data stage, java, .Net, Sales force and micro strategy, Network engineers, Weblogic admin, Websphere portal admin, OBIEE Admins and Testing** etc.
* Dynamic and result-oriented professional offering experience across **Client Management, Administration, Training, Industrial Relations, Operation analysis, management and accounting.**
* Experience in managing **Employee Service Conditions, Grievance handling, Liaison, Training and Development, succession planning and employee’s retention**. Had been the **Organizer & participant in cultural activities during school and Made Valuable contributions for the college Annual Fest**.
* Result oriented professional who can rapidly **identify problems, formulate tactical plans and operational procedures**, initiate change and implement effective programs in challenging and diverse environments
* Articulate communicator with a **strong work ethic, continuously striving for improvement** coupled with excellent administrative aptitude with an eye for detail and the commitment to offer quality work

**EDUCATION:**

**Masters of Business Administration 2011**

JNTU University; 70%

**PROFESSIONAL EXPERIENCE:**

**IT America INC (Vensoft LLC), Hyderabad Dec 2017 to Sept 2020**

**Sr. Bench Sales Recruiter**

**Responsibilities as a Business Development Executive:**

* Getting requirements from my Client relation Manager and own clients.
* Sending requirement to my team recruiters, I do work on requirements and getting suitable profile for the requirement.
* Making submission to the client or Primary Vendor.
* Before submission sending RTR (Right to Represent form) to the consultant.
* My responsibility was to train, guide and motivate my team mates. I was also responsible for achieving team target and individual target.
* Primary responsibilities involved the sourcing, screening and hiring of IT professionals for our clients
* Utilized internet job boards, company proprietary database and networking to identify candidates for current and potential positions.
* Responsible for preparing candidates for job interviews and gathering interview feedback.
* Partners with hiring managers to identify staffing needs, job specifications, job duties, qualifications, and skills.
* Full life cycle recruiting to include: sourcing, reviewing resumes, screening candidates, submitting resumes to hiring managers, coordinating interview.
* Acts as point of contact with all hiring managers and candidates throughout the entire interview and hiring process.
* Strong verbal and written communication skills.
* Ability to assimilate well into a team environment
* Sourcing, interviewing and qualifying candidates for contract positions

**IT Solutions Inc., Hyderabad May 2014 – May 2017**

**Lead/Senior Sales Executive**

**Responsibilities:**

* Our Own H1B, GC, GC EAD, OPT EAD and H1B transfer resources to market and get them placed.
* Sending Resources to my team Sales recruiters to market them, work on resumes and getting suitable Requirements for the Resumes.
* Making submission to our consultants through Job portals like Dice, Indeed, Carrier builder and linkedin.
* Follow up with vendors and clients after Submission of our resources and see the resource in the Job.
* Getting requirements from my Client relation Manager and own clients.
* Sending requirement to my team recruiters, I do work on requirements and getting suitable profile for the requirement.
* Making submission to the client or Primary Vendor.
* Before submission sending RTR (Right to Represent form) to the consultant.
* My responsibility was to train, guide and motivate my team mates. I was also responsible for achieving team target and individual target.
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**ADDON TECHNOLOGIES April 2013 – April 2014**

**Livonia, MI**

**Lead Bench Sales Recruiter**

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**ADDON TECHNOLOGIES March 2011 – April 2013**

**Livonia, MI**

**Bench Sales/Technical Recruiter**

**Responsibilities as a Recruiter**

* Getting requirement from team lead and the HR team based in USA.
* Check the resume database for the relevant match if I have.   
  If not, search online on search engines like Dice, Monster, Corp to Corp.
* Get the right resource matching the requirement with skills set of the consultant.
* Evaluate the resume with current assignment looking for Mandatory Skills, Must Haves & Like to Have, would be a Plus in the resume.
* Evaluating the candidate’s resume is matching with the requirement that the prime vendor or client has sent.
* After evaluating the candidate’s resume, get all his details like his full name, SSN, contact details etc through e-mail.
* Negotiating any constraints regarding Face-to-Face interviews if required from the client.
* Negotiate the rate with the employer in the case of corp to crop.
* Getting R2R (Right to Represent) from the consultants.
* Submit the resume to HR based in USA.

Name: Giri Japala Place:

Sign: Date: