**RESUME**

**Rajendra Prasad Gandla Mobile no:9182664227**

**EMAIL.ID: rajendraprasad.gandla@gmail.com**

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| SUMMARY |

* Qualified professional with 4+ years of experience in bench sales in US IT industry.
* Experienced with full cycle of Sales, gathering requirements, submitting the consultants, confirming the best rates for consultants, following up for interview schedules, closing the best deals.
* Submitting the candidates for the suitable positions and following up regarding the rates and client interviews.
* Closing the best deals. Updating and maintaining the database for future requirements, generate daily reports and update them.
* Excellent knowledge of Job Portal searches on the likes of Monster, Dice, etc.
* Ability to interact, develop Vendor network and get the H1B candidates placed in quick turnaround time.
* Worked with Prime Vendors and clients in the market.
* Experience in market research, making calls, and submitting profiles according to the requirements and have huge experience in resourcing business.
* Extensively worked on different sites such as Dice, Tech-fetch, Monster and many more for Sales.
* Negotiate wage rates and other terms and conditions of employment with vendors/client for current and future job requirements
* Proven relationship-building capabilities with both internal and external management teams.
* Having good knowledge of Importing and exporting of bulk data, backing up and restoring databases in separate folders.
* Excellent decision making skills with a positive approach.
* Proficient at learning new concepts quickly, working well under pressure and communicating ideas clearly and effectively.
* Strong verbal as well as written communication skills.

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| **EDUCATIONAL DETAILS** |

* B. Tech (Electricals) from Anu Bose Institute of Tech (JNTU) 2008-2012

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| **TECHNICAL SKILLS** |

* PGDCA
* MS-Office

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| **STRENGTHS** |

* Has good communication skills,
* Ability to work independently with minimal supervision
* Adoptability
* Positive role model within the organization

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| **WORK EXPERIENCE** |

#### Senior Bench sales recruiter

**Xtrac IT Inc Dec 2018- Till Date**

**Responsibilities:**

* Involved in Full life Cycle of Sales Recruitment.
* Sourcing, identifying, the Requirements from Top vendors to place Consultants in quick turnaround time in contract positions.
* Responsible for marketing the bench consultants.
* Sending the consultants hotlist to Vendors.
* Updating the resume of consultants daily in Job Portals.
* Worked on various vendor requirements on Corp to Corp.
* Sourcing the profiles and submitting them as per the given requirement.
* Scheduling the interviews and follow up with them.
* Coordinating with Marketing and Recruiting team on weekly basis.
* Exploring all the requirements in US by getting connected with many T1 Vendors through Linked In.
* Negotiating the rates while submitting resumes to vendors and taking feedbacks from the vendors about the interviews on regular basis.
* Participating in weekly Meetings/Conferences with superiors to monitor progress, updates, and status of Requirements and candidates submitted.
* Develop strong client and candidate relationships and maintain communication with both.
* Sound knowledge of different tax structures of US (W2, Corp-To-Corp, 1099).
* High level of proficiency with MS Outlook, Office, MS Word and Excel software.
* As a Technical Recruiter, analyzing the requirements and sourcing the perfect profile for client requirements.
* Searching resources on Job Boards like Monster, Dice, Hot Jobs, Gad Ball, CareerBuilder, etc.
* Maintaining a good rapport among the vendors and consultants.

#### Bench sales recruiter

##### Zaven IT Solutions Inc AUG 2016 – NOV 2018

**Responsibilities:**

• Creating profiles of our consultants in multiple job portals like Dice, Career Builder, Monster, Tech Fetch, Indeed.
• 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.
• Apply jobs in behalf of our own pay roll consultant in multiple job portals.
• Making calls to the preferred vendors to find out whether they are working on any contract positions suitable for our technical consultants.
• Follow marketing strategy for best results i.e., Market them with highest Rate & find long-term projects for them. Great working experience in placing OPTS, H1B, EAD, GC, TN and US CITIZEN consultants all over US with different technologies.
• Update their resumes regularly & present them as a best fit for client requirement.
• Maintain their personal records, keep monitoring their duration of the project, their performance and try to place them before they come on bench.
• Built flexible relationship with the Hot List consultants.
• Acting as a liaison between vendors and consultants
• Keep Warm Hot List consultants on daily basis to maintain their interest.
• Marketing the bench resources on the priority level.
• Following up with the vendors on resume submission.
• Helped in scheduling the interviews.
• Try following up with the vendor / client for interview tips / interview questions.
• Prepared candidate documentation such as resumes and executive summaries.
• Involved in extensive follow-up with vendors, extending offers and managing the offer process.
• Used Microsoft excel to record all the day to day work done, maintained it and reported with the appropriate data to the higher management.

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| **Kapil Chit Funds Marketing Asst.Manager****Location: Warangal Date: March 2013- July 2016** |

**Roles & Responsibilities:**

* As An Assistant Manager my duties were gathering client details who are interested to invest in chits and financial policies.
* Explaining the Schemes to the clients and convincing them according to the Policies.
* Maintain database & relationship with the clients for future use.
* Submitting daily report to the manager and following up with the manager and clients for the developments.
* Guiding Executives and providing leads to them and conducting meetings about the status.

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| PERSONAL DETAILS |

NAME : Rajendra Prasad G

Father’s Name : Srinivasa Rao

Date of Birth : 14/08/1991

Gender : male

Marital Status : married

Nationality : Indian

Languages Known : English, Hindi and Telugu

Permanent Address : #18-8-400, Karimabad, Warangal.

**DECLARATION**

 I here declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars

**Rajendra Prasad G**