**Fahad**

**SR. Bench Sales Recruiter (IT)**

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**SUMMARY:**

* Extensive 7 Years of experience in the field of IT (US - Staffing)
* Expert in Bench Sales including of OPT s, H1B s, GC s, USC s & EAD s
* Coordinating with the consultant in order to know their comfortableness with the requirement before submitting to the Vendor.
* Posting the resume on all job portals like Dice, Monster, and social networking portals etc.
* Submitting the consultants to all the suitable job postings on all portals.
* Broadcasting the Profile of the consultant and the Holist of the company on a periodical basis.
* Track the submissions and make regular follow-ups.
* Reaching out for the maximum number of open requirements in the market.
* Intimate the entire team regarding client submissions to avoid duplications.
* Inform the consultant regarding the vendor calls and end client interview schedules.
* Prepare the consultants for the end client interviews.
* Ensure prompt delivery of the consultants.
* Negotiate rates with the Vendors / Clients.
* Taking care of the Consultants whether they are comfortable with the work environment.
* Talking to the Vendors regarding the performance of the consultant and the quires that the consultant brings to my notice.
* Maintaining Good Interpersonal Relation with the Client and the Vendors.
* Identifying potential Vendors and maintaining a healthy relation with them
* Besides working on Bench Guys, got handsome experience working on the Direct Client Requirements of our Recruiting Team.
* Keeping track of the start and end dates of the bench consultants
* Maintain daily & weekly status lists of all activities through MS Excel.
* Set up interviews and closed candidates for various positions.
* Process candidates from initial contact through entire interview/placement process which includes interview scheduling and follow up.

**TECHNICAL SKLLS**

* Cold Calling
* Creating EOD Reports
* Rate Negotiation
* Behavioral Interviewing
* Coordinating Interview Schedules
* MS Excel, Word, PowerPoint, Outlook

**PROFESSIONAL EXPERIENCE:**

**SR. Bench sales recruiter (TL)**

**Affirm Technologies LLC. Aligarh, UP Oct 2019 – Till present**

**Responsibilities:**

* As a Bench Sales Recruiter was involved in selling the bench consultants, including searching, qualifying, scheduling interviews, rate negotiations, and closing.
* Involved in sales i.e., bench consultants to the Vendors and Clients for the requirements.
* Searching the requirements for the allotted bench from portals, groups and with contacts. Sharing the requirements with the consultants by his/her comfort ability used to submit the resume to the recruiter.
* Speaking with the recruiters regarding the rate and getting the best as suggested by management.
* Worked extensively on marketing bench consultants.
* Interacting with Tier one Vendors and making new vendors to the company
* Involved in marketing of consultants on bench to the preferred vendors.
* Getting requirements for bench consultants from various sources like Prime Vendors, job portals and other Networking sites.
* Keeping track of the start and end dates of the bench consultants
* Maintain daily & weekly status lists of all activities through MS Excel.
* Set up interviews and closed candidates for various positions.
* Process candidates from initial contact through entire interview/placement process which includes interview scheduling and follow up.
* Actively involved in marketing of consultants on bench to the preferred vendors.
* Responsibilities include calling on prime vendors, developing corporate account relationships, presenting consultants, negotiating and finalizing contracts.
* Negotiating rate with vendors & managing the long term relations with them.

**SR. Bench sales recruiter**

**SoftNice Aligarh, UP Oct 2017 – Sep 2019**

**Responsibilities:**

* Get the updated resume form consultant and fetched the best requirements from job portals, prime vendors and other networking sites.
* Highlighted key skills by keeping them in bold.
* Formatted resume for neat appearance and submitted it to the vendor as per consultant’s comfort ability.
* Negotiated on rates with the vendors as suggested by management based upon location and duration.
* Keeping a track record of rate confirmation and making follow ups about the submissions.
* Maintained a track progress of each and every submittal during the process.
* Follow up with the vendors on interviews schedules and coordinated between consultants and vendors.
* Arranged interview calls for consultants and gave my best to place them on projects as early as possible.
* Follow up with the client/prefer vendors and candidate after interview.
* Responsibly coordinated with the consultants regarding start and end dates of projects.
* Maintained the database of rolled off consultants, getting their resumes ready as well as keep track of contract details such as project extensions, start and end dates for existing resources.
* Keep track of candidates’ roll off time (at least 2 weeks before) and getting their updated resume ready to market.
* Finding best projects to consultants using my tier one contacts and through different web portals like Dice, corp - corp, Monster, Career builder, Net-temps, Job serve, computer jobs, and professional networking sites such as Linked IN.
* Worked with prime vendors to avoid middle layers.
* Maintained good relationship with prime vendors to get future requirements.

**Business Development Executive**

**SoftNice Aligarh, UP May 2015 – Sep 2017**

**Responsibilities:**

* Making Direct Contacts with the T1 Vendors or Implementation Partners in USA.
* Interacting, developing Tier-1 Vendor or Implementation Partners network daily basis to get the

H1B/bench candidates placed in minimal turnaround time

* Marketing Bench Consultants by posting/submitting their resumes on various job boards/requirements.
* Preparing the CV and modify according to JD as suggest
* Broadcasting the consultants profile to Vendors on regular basis.
* Negotiate the rate and billing terms and also sort out the issues in NCA/NDA/MSA raised by the legal team with the vendors or Implementation Partners.
* Experience on working with any job portals DICE, Monster, Corp to Corp, Career Builders etc.

• Maintaining friendly rapport with the consultants and making them aware of submissions, vendor/Implementation partner's calls and client interviews.