**Donken Sateesh**

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9030206155

**Objective:**

To be a part of a reputed organization and contribute to its development through a dedicated and smart work and in turn develop my own knowledge base and skills.

**Summary of skills & exposure:**

Have 10 Years of experience in US IT Recruiting and Bench Sales.

Handling complete recruitment life cycle. Strong understanding of technical requirements and finding direct client requirements and tier1 requirements through job portals and using LinkedIn, Google, blogs, User Groups, Social networking sites such as Facebook and LinkedIn. Possess excellent knowledge of recruiting and hiring process.

**Technical exposure:**

* Operating systems known : Windows XP.
* Packages known : Ms-Office, Ms-Outlook.
* Proficient with various search engines.

**Professional expereience:**

**Texans IT Inc Jan 2022-May 2022**

**Business Development Executive**

**Responsibilities:**

* Working directly with end clients’ requirements like Tier1 venders/Implementation partners
* Have 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 H1B/Bench Consultants by posting/submitting their resumes on various job boards/requirements.
* Preparing the CV and suggest any modifications required 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 vendor/s or Implementation Partners.
* Maintaining friendly rapport with the consultants and making them aware of submissions, vendor/Implementation partner’s calls and client interviews.
* Handling post interview aspects such as follow-up with the vendor for interview feedback, POs Joining and MSA.
* Keeping the management in loop on clients’ interviews, project start dates etc.
* Coordinating with the consultant till he reports to the clients reporting manager.
* Aggressive, dynamic & result oriented with strong communication skills.
* Highly self-motivated and self-directed.

**Suprasoft Inc Feb 2021 – Jan 2022**

**Business Development Executive**

**Responsibilities:**

* Working directly with end clients’ requirements like Tier1 venders/Implementation partners
* Have 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 H1B/Bench Consultants by posting/submitting their resumes on various job boards/requirements.
* Preparing the CV and suggest any modifications required 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 vendor/s or Implementation Partners.
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* Keeping the management in loop on clients’ interviews, project start dates etc.
* Coordinating with the consultant till he reports to the clients reporting manager.
* Aggressive, dynamic & result oriented with strong communication skills.
* Highly self-motivated and self-directed.

**Dexter System Inc May 2019 – Jan 2021**

**Sr. Bench Sales Recruiter**

**Responsibilities:**

* As a Marketer, working as an Account Executive - Bench sales or Hotlist Sales. Initiate a call to the consultants whose profile was sourced or given by the recruitment team. Updating them on the marketing process. Posting the resume in the job portal,
* Working on Bringing new clients and Tier 1 Vendor who has with Fortune 500 Direct Clients, Placing candidates to Direct clients by Using recruitment skills and Using Dice, Monster, Zoniac and LinkedIn to hire the candidates for Direct Client reqs.
* Marketing the consultant resumes of different skill sets and placing them ASAP once they come out from projects.

**Saligram System Inc Oct 2018 – April 2019**

**Sr. US IT Recruiter (Bench Sales)**

**Responsibilities:**

* Searching for Tier1 vendors or Implementation partners requirements all over job boards, Social networking sites, Google Groups, & also through own Vendors list.
* Experience working on all job portals such as Dice, Monster, Tech Fetch (Corp to Corp), Career Builder, Indeed & social Networking sites (LinkedIn), Google groups, prohires to gather requirements for all skill sets.
* Marketing the consultant resumes of different skill sets such as (DevOps,AWS Cloud Engineer, QA Automation, Java,.Net Developer and SFDC) and placing them mainly on C2C basis.
* Established business contacts from market through telemarketing, direct mail campaigns and vendor relationships.
* Handled the tasks of submitting candidates to job orders within a defined discipline.
* Preparing the CV and suggest any modifications required as per the requirement and made if necessary by myself.

**Techizee Inc Jan 2017 – Sep 2018**

**Sr. US IT Recruiter (Bench Sales)**

**Techizee Inc**  is a leading information technology consulting and services organization that provides IT consulting, software development, systems administration, IT training and software quality assurance services to Fortune 1000 clients.

**Responsibilities:**

* Handling full life cycle Sales and Recruiting activities for US to include; Posting Positions, Prescreening & Interviewing candidates over phone, obtaining leads and reference checking, client interview arrangements, closing and offer preparation.
* Working with Accounts / Resource managers on all staffing related issues, such as recruitment, selection of candidates, offers, salary negotiation, interview techniques and closing candidates. --Discuss the "core" of the job description, and deliver exceptional IT candidates in a timely fashion.
* Gathering and maintaining placement statistics for client and internal reports and benchmarking purposes.
* Negotiating, Reviewing and Executing Master Agreements and Bill Rates with Vendors and Clients.
* Performing reference checks and arranged drug screens and background checks on applicants.
* Developing effective and innovative recruiting strategies for attracting and sourcing high quality technical candidates for client companies.
* Interviewing and short-listing consultants before submitting to the Client/Vendor.
* Retaining existing vendors by regular follow-ups through e-mails and cold calling.
* Building relationship with new vendors to generate business.
* Pay Rates Negotiation with Employers and Vendors.
* Perform all staffing functions needed to fill our clients open job requirements.
* Scheduling Interviews for Consultants and guiding them at the time of interview by providing the information of the client.
* Searching for Tier1 vendors or Implementation partners requirements all over job boards, Social networking sites, Google Groups, & also through own Vendors list.
* Experience working on all job portals such as Dice, Monster, Tech Fetch (Corp to Corp), Career Builder, Indeed & social Networking sites (LinkedIn), Google groups, prohires to gather requirements for all skill sets.
* Established business contacts from market through telemarketing, direct mail campaigns and vendor relationships.
* Interacting & developing Tier-1 Vendor’s or Implementation Partners list on network daily basis to get bench consultants placed in minimal turnaround time.
* Marketing the consultant resumes of different skill sets such as (Java, .NET, SQL Developer, SQL DBA, Oracle Developer, TeraData DBA, Performance Tester, Unix Administrator, Linux Administrator, C++, QA) and placing them mainly on C2C basis.
* Handled the tasks of submitting candidates to job orders within a defined discipline.  
  Preparing the CV and suggest any modifications required as per the requirement and made if necessary by myself.
* Broadcasting the consultant’s profile (hot list) to Vendors on regular basis.
* Negotiate the rate and billing terms and make sure candidate’s resume is submitted the Implementation partner or End client.
* Strong knowledge of Corp-to-Corp, 1099 & W2.
* Maintaining friendly rapport with the consultants and making them aware of submissions, vendor/Implementation partner’s calls and client interviews.
* Handling post interview aspects such as follow-up with the vendor for interview feedback, POs Joining and MSA.
* Keeping the management in loop on clients’ interviews, project start dates etc.
* Coordinating with the consultant till he reports to the clients reporting manager while joining the project.
* Responsible for market research and analysis.

**EsteemIT Inc**  **(Mar 2014-Dec 2016)**

**Sr. US IT Recruiter (Bench Sales)**

**EsteemIT Inc.** is a rapidly growing IT development and software consulting company. Conquest Tech Solutions Inc. specialize in staffing, design, development and maintenance of high-end business enabling IT systems.

**Responsibilities:**

* Experience working on all job portals such as Dice, Monster, Tech Fetch (Corp to Corp), Career Builder, Indeed & social Networking sites (LinkedIn), Google groups, pro hires to gather requirements for all skill sets.
* Established business contacts from market through telemarketing, direct mail campaigns and vendor relationships.
* Searching for Tier1 vendors or Implementation partners requirements all over job boards, Social networking sites, Google Groups, & also through own Vendors list.
* Interacting & developing Tier-1 Vendor’s or Implementation Partners list on network daily basis to get bench consultants placed in minimal turnaround time.
* Marketing the consultant resumes of different skill sets such as (Java, .NET, SQL Developer, SQL DBA, Oracle Developer, Tera Data DBA, Performance Tester, Unix Administrator, Linux Administrator, C++, QA) and placing them mainly on C2C basis.
* Handled the tasks of submitting candidates to job orders within a defined discipline.
* Preparing the CV and suggest any modifications required as per the requirement and made if necessary by myself.

**ITBrainiac Inc**

**Senior IT Recruiter Sep 2011- Feb - 2014**

**COMPANY PROFILE:**

ITBrainiac Inc is one of the fastest growing IT service companies in the United States. They provide high quality on-site and remote consulting services for growing enterprises worldwide and give them a significant competitive advantage. The objective is to enhance the success of our clients by providing solutions for projects and cost-effective consulting services for their business needs.

**Job Responsibilities:**

* Working as an Technical Recruiter and Experienced in full life cycle of US Staffing.
* Experienced with full cycle of staffing services, such as finding candidates through different sourcing techniques, Screening of resumes, interviews, salary negotiation, and working closely with Account managers.
* Involved in executive search operations on website like Monster .
* Sourcing of the resumes and short-listing candidates for the requirements.
* Interviewing H1B/GC/US Citizen consultants for various requirements according to the Client request.
* Rate negotiation before short-listing the candidates.
* Updating and maintaining the database for future requirements, generate daily reports and update them.
* Good Knowledge on Corp – Corp, W2 and 1099.
* Generate daily reports and update the same.

**ACADEMIC CREDENTIALS:**

B.Com from Sri Navabharath Degree College, Bhongir.

**DECLARATION:**

I here by declare that the information furnished above is true to best of my knowledge and belief.

Place: Hyderabad.

Date:

(Sateesh)