K. Vishal Varma

**Email:** [**vishalvarma0404@gmail.com**](file:/C:/Users/Win10/Downloads/vishalvarma0404@gmail.com)

## Contact No: +91 6301448683

## Bench Sales Recruiter

**Career Objective:**

A challenging position where I can utilize my skills & knowledge and play an important role in achieving the targeted goals and developing myself along with the organization.

**Professional Experience:**

**Vignesh soft solutions**

**Bench Sales Recruiter February 2022 – Present**

**Responsibilities:**

* Developed and nurtured strong relationships with clients, understanding their specific staffing needs, and consistently providing suitable candidates to meet their requirements.
* Successful negotiated contract terms and conditions with candidates, ensuring a win-win situation for both parties. Facilitated the placement process, including coordinating interviews, conducting reference checks, and managing paperwork for seamless onboarding.
* Responsibilities include calling on candidates and prime vendors, presenting consultants, negotiating & finalizing contracts.
* Applying daily portals with dice, indeed, CareerBuilder, fechfech, insight gable.
* Posting candidates resumes on major job boards and updating them regularly.
* Searching on job sites (dice, monster) to find suitable positions for existing consultants and communicate vendors through phone & mails.
* Work on queries regarding Non-Solicitation Agreement.
* Initiating new vendor contacts and maintaining existing contracts.
* Developed and implemented performance metrics to measure and improve the effectiveness of the bench sales process. Generated regular reports on key performance indicators (KPIs) to evaluate progress and identify areas for improvement.
* Calling existing clients/ vendors on regular basis for requirements and to develop a good rapport.
* Weekly update meeting to discuss performance and reporting to sales managers.
* Thrived in a fast-paced and dynamic environment, consistently adapting to changing market conditions and client requirements. Demonstrated strong problem-solving skills to address challenges in candidate availability, client demands, and negotiation situations.

**AEGIS gas Pvt. Ltd, Hyderabad**

**Office Administrator January 2021 – November 2022**

**Responsibilities:**

* Monitoring organization computer machines and troubleshooting regarding system related issues.
* Maintaining end-to-end bills regarding organization level purchases.
* Maintaining accounts of employees of the organization.
* Resolving hardware issues of organization computer machines.

**SELECT BAJAJ , Malkajgiri ,HYD**

**Sales Executive September 2020 – December 2020**

**Responsibilities:**

* Receiving the customers and explaining about the automobiles and their respective features.
* Convincing the customer regarding the automobiles and reaching the monthly targets.
* Giving detailed explanation regarding automobile products and clearing all doubts of customers regarding the product.

# Education:

* B.com (Computers) Haindhavi Degree College. Affiliated with Kakatiya University.
* Intermediate at Silver jubilee junior college, Habsiguda with 53% from Board of Intermediate Education.
* ST Anthony’s high school, Kanchanbag with 55% from Board of Secondary School Education.

# Personal details:

* Father’s Name: Late k. Naresh
* Mother Tongue: Telugu
* Date of Birth: 17-11-2000
* Marital status: Single
* Languages known: Telugu, English, Hindi
* Nationality: Indian

# Declaration:

I hereby declare that the above-furnished information is true and correct to the best of my knowledge and belief.

## Place: Hyderabad

**Date:**

**K. Vishal Varma**