**Naresh**

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**Mobile: 8555814266**

**Career Objective:**

Intend to build a career with leading corporate, which will help me to explore myself fully and realize my potential, willing to work as a key player in challenging & creative environment.

Summary of Skills:

* Dynamic and result-oriented individual with around 3.10 years of marketing bench consultants of IT In depth knowledge of Corp-Corp, 1099 and W2 Tax Terms.
* Job portals used Dice, Monster and Indeed.
* Effective communicator with excellent relationship building and issue resolving ability.
* Ability to handle consultants and vendors.
* Have ability to work under deadlines and in time.
* Experience in full lifecycle of Recruitment (Analyzing requirements, Sourcing profiles, screening resumes, short listing candidates negotiating salaries with candidates, scheduling and organizing interviews) MS Office tools, Job Portals and search string experience, Resume Search, Screening, negotiating, Vendor relationship.
* Searching the requirements for the allotted bench from portals, groups and contacts.
* Extensive experience in Internet based recruiting tools (i.e.: Dice, CB, Tech Fetch, Indeed) and Social business networking sites like Google Groups etc.
* Sharing the requirements with the consultants by his/her comfort used to submit the resume to the recruiter.

• Experience in placing bench consultant within a short time.

* Maintaining a database of potential Vendors.
* Calling consultants daily to check their availability to answer the Vendor and Client Calls.
* Understanding and analyzing the requirements in different skill set categories to submit on bench consultants
* Convincing the candidates on the respective offers, terms and conditions of the Client.
* Getting the Feedback from the Vendors and updating the consultants and Manager.

Technical Skills:

* OS windows XP/7,10.
* MS-Office Suite.

Soft skills:

* Aiming at excellence in work through self-motivation.
* Work effectively with diverse groups of people.
* Fast Learner. Adapt well to changes and pressures in the workplace.
* Excellent English speaking/reading/writing skill

**Educational Qualification:**

* B.S.C. B.Z.C From Osmania university

**WORK EXPERIENCE:**

**Organization : Mentis it solutions (Renee systems inc)**

**Designation : Jr.IT Recruiter**

**Duration : Jan 2020 to march 2021**

**Roles and 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.
* Worked for Implementations like Infosys
* Posting the requirement in Google groups and Yahoo groups as well as in free job boards.
* Searching resources on Job Boards like Monster, Dice, Hot Jobs, Gad Ball, CareerBuilder, etc.
* Maintaining a good rapport among the vendors and consultants.

**Declaration:**

I hereby affirm that the information provided by me is accurate and true to the best of my knowledge.

**PLACE : Hyderabad**

**DATE :** **(Naresh Manda)**