

Summary:

I am a Professional with over 8 years of experience in US Recruiting. Proficient in handling end to end requirements flow with in-depth understanding of US Recruitment Industry. Well versed with account management and Sales into Recruitment and served as a client POC. Trained on Sandler Sales Training System to execute sales in an efficient way. Manage and cultivate relationships with key client accounts, serving as the main point of contact for staffing requirements.

Education:

Bachelors of Commerce – Indira Gandhi Open University

Work Experience:

FindPro Group

Jan 2024 - Present

Account Manager

- Responsible for P&L with managing a team
- Served as a Client POC to smoothen the recruitment process and responsible for maintaining the quality
- Responsible for end to end Delivery Management ensuring the recruiters growth and productivity
- Responsible for training recruiters according to the client standards and ensuring to convert revenue

IT Expert US

Jul 2022 – Oct 2023

Account Manager/ Delivery Manager

- Handled Delivery and Account Management and responsible for P&L of the team
- Mentored a team of 6 recruiters to ensure smooth delivery and tracked their performance matrix
- Onboarded candidates after processing the offer initiated from the client
- Billed the client according to the payment terms and initiated the onboarding process
- Balanced smooth functioning of Client Management and Delivery Management
- Achieved Quarterly rewards for delivering maximum candidates and achieving revenue targets
- Trained freshers to drive results quickly and helped them understanding the recruitment industry and process

Pensive Consulting Inc. (Hyderabad)

Feb 2018 – Apr 2022

Account Manager

- Handled End to End recruitment cycle from qualifying requirements to candidate delivery.
- Worked with direct clients, MSP's and third-party vendors
- Manage a workflow of 50+ requirements monthly with an average 12-13 closings a month.
- Actively participated in discussions with hiring managers to deliver suitable talent for their niche requirements.
- Daily responsibilities included priority requirement selection, final screening of the candidates before submission, pre-interview preparation and post-interview feedback of the candidate, offer closing, and reporting.
- Handled recruiter, delivery manager, client as well as candidate queries.
- Collected and presented supporting documents of the candidates to present their complete profile to the clients to ensure smooth delivery of the candidate after the offer is extended from the client's end
- Directly educated selected candidates on the offer and helping them understand the on boarding process including drug test and finger-printing.
- Additionally, helped recruiters with key strings, understanding of the position, training new members on client and requirement understanding.

Collabera Services Pvt. Ltd. (Vadodara)

May 2017 – Jan 2018

Senior Recruiter

- Undertaken End to End Recruitment on a daily basis as an individual contributor
- Worked directly with Banking and Financial clients like HSBC, Morgan Stanley and supported them as a prime vendor
- On boarded candidates according to the criteria of the clients and requirements
- Sourced Resumes directly from all Career Builder, Monster, Dice and ATS

- Conducted direct as well as in house interviews of the candidates on contract as well as full time roles

Talent Logic Inc., Hyderabad

Aug 2015 - April 2016

Staffing Manager

- Sourced resumes from Job Diva, Career Builder, Monster, LinkedIn
- Conducted Full Life Cycle Recruitment with the help of an appointed sourcer
- Conducted interviews of the candidates for the State clients and empanelled the screened candidates for the client round
- Updated Team Leaders on Not IT/IT requirement status on daily bases
- Negotiated rates and submitted qualified resumes.
- Filled full time positions and explained candidate on relocation.