

CAREER OBJECTIVE:

To successfully work in an organization with utmost sincerity and dedication so as to enhance my knowledge and skills in conjunction with the organizational requirements and goals.

PROFILE AT A GLANCE:

- **B.Tech / Computer Science & Technology**
- Willingness to work hard, learn and be a team facilitator.
- Ability to deal with people diplomatically.

EDUCATIONAL QUALIFICATIONS:

- Completed Scholastic academics from Don Bosco High School (SSC).
- Completed Intermediate from NRI Academy (IPE).
- Completed B.Tech from Joginpally B.R Engineering College (JNTUH).

SOFTWARE PROFICIENCY:

- Operating Systems : Windows 98, XP, 2000, 2007, 2008, Vista.
- Packages : M.S Office, Excel, Outlook.
- Programming Languages : C, Core Java, Advance Java

PROFESSIONAL EXPERIENCE:

Company: GreenByte Technologies

April 2017 - Till Date

Job Role: BDE

Responsibilities:

- Contacting the clients to get the requirements and forwarding the suitable profiles to the client.
- Sourcing Profiles in internal database and consultants who are on bench.
- Sourcing Profiles from portals like DICE, Indeed, Monster, Techfetch, CB, Big-hotlist ETC..,
- Hands on experience on Ceipal Portal and 1&1 E-Mail portal.
- Hands on Experience on Negotiation
- Maintaining Relationship with Consultants and Account manager.
- Maintaining Vendor relation and Client relation.
- Negotiation with Vendor for C2C requirements and Consultant for W2 or 1099 Requirement and Negotiating the billing issues with vendors before the submission of resumes .
- Good knowledge on Tax Terms, Visas, Time Zones.
- Maintaining Daily updates and updated it to Manager and consultant accordingly regards to Interviews etc.,

Company: IndustryARC

Feb 2016

Job Role: Research analyst

Description: I have worked as a research analyst towards company where I have been doing research on the Business and Strategic analysis and to prepare TOC of the required content of the project on the basis of customer requirement.

Responsibilities:

- Worked on Full on Business and Strategic analysis of the market.
- Responsible towards research work.
- Played an important role in the team management.

- Sourcing the proper information from the internet and preparing TOC according to the client requirement.

PERSONAL SKILLS:

- Punctual, high trustworthy, self-discipline and confident.
- Flexible and adaptable to any kind of situation.
- Quick Learner
- Ability to grasp things faster
- Optimistic and Positive Attitude

PERSONAL PROFILE:

Father Name : Gundla Rajender
Date of Birth : 03-11-1995
Gender : Male
Languages Known : English, Telugu, and Hindi
Marital Status : UnMarried
Hobbies : Photography and playing cricket in leisure time.

Declaration:

I hereby declare that the details mentioned above are true to the best of my knowledge and willing to relocate anywhere.

Date:

Place: Hyderabad

(Gundla Vineeth)