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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | |  | | |  |  | | --- | --- | | **Mobile: +91-9937260774** | **E-mail:**[**siddharthsamalxoxo@gmail.com**](mailto:siddharthsamalxoxo@gmail.com) |   **Career Summary**   * More than 1.5 year working experience in non-voice based BPO supporting the customer with computer security products and in US Recruitment * Self-motivated professional who achieves results and has superior ability to multitask. * Excellent problem solving, interpersonal and communication skills. * Excellent team player with positive attitude. * Highly enthusiastic and organizational skill in prioritize the work activities effectively to meet deadlines. * Basic knowledge of technology language and terminology. * Proven track record within a recruiting environment for both contractual and direct placement. * Cold calling and time management. * Seasoned nationwide recruiter for high volume, hard-to-fill and niche market positions. * Strong leadership ability to achieve organization's hiring goals and objectives. * Successfully built a portfolio with an excellent track record of customer relations and quality of service. * Good knowledge of computer security products * Ability to grasp new technical things quickly. * Strong English communication skills.   **Educational Qualification:**   * Diploma with 60% marks from Neelanchal polytechnic 2014 * 10th with 60% marks from Kendriya Vidyalaya BBSR School 2010     **TECHNICAL SKILLS:**   * Strong communication skills (written and verbal) * Good interpersonal skills with an ability to understand the customer’s problem and solving them * Training new employees and getting them productive quickly     **Trainings attended**   * Training on “Effective Communication Skills” * Training on “Writing effective English” * Technical training on various antivirus and security products   **Employers**   * Working for Company Asta CRS Inc Technologies as Bench Sales Executive since April-2015.   **Responsibilities**   * Oversaw the full life recruitment and selection process from creating job advertisements; identifying and qualifying candidates to position requirements for current and future opportunities; performed assessment and presented qualified candidates with overall assessments and hire recommendations to management. * Developed and Implemented effective marketplace recruitment strategies using multiple techniques including online database, employee referrals, internal databases, associate networks, etc. * Identified target industries, companies, user groups, professional associations or educational institutions to proactively create a pipeline of qualified candidates and prospect clients. * Outbound sales to market qualified candidates pro-actively. * Utilized cutting edge Social Media tools to research data, develop relationships and grow prospect pipeline (Face Book, Twitter, Zoom Info, Manta, Email marketing…etc). * Screened talent pools to confirm basic qualifications, skill set, interest, job fit, salary requirements, and career goals and work authorization. * Assisted with generating additional business from current clients as well as develops new business through in-side sales efforts. * Maintained and expanded customer base in a profitable and sustained manner while providing quality service to the clients. * Executed full sales cycle; from initial contact, customer need analysis, develop proposals, closing the deal and follow up payment. * Prospected and identified new business opportunities for the placement of candidates in various temporary, temp-to-hire and direct placement positions. * Monitored and evaluated sales activities based on goals and targets. * Maintained consistent pipeline of existing and prospective business * Provided reporting on key sourcing and recruiting metrics by collecting, analyzing and summarizing data and trends for continuous improvement. * Formulated job postings through online resources. Ensure adherence with all federal, state and local regulations governing the recruitment process including Affirmative Action * Performed background, reference and drug checks on job applicants and interpret results.     **Employers**   * Working for Company PCS Technologies as Tech Support Executive since Mar-2014- Mar 2015.     **Responsibilities**   * Online chat and e-mail support to the customers using the security products of various brands on their computers * Documenting any major problems customers are facing with the products in large numbers & reporting it to the concerned department * Training the new employees in the tech support division       **Achievements**   * Offered “Best employee of the month” for replying to maximum number of support tickets within a stipulated time.     **Personal Details**  DOB: 23 May 1994  Languages known: English, Hindi, Telugu, Oriya  Address:  Plot No 181 Paik Nagar , Delta Square 751003 | |  | |  | | |