

**Bikash Tripathy**  
**NOIDA, INDIA**

[tripathy.bikash@gmail.com](mailto:tripathy.bikash@gmail.com)

+91-80105-57324 (MOBILE)

+91- (0120)-4993133 (HOME)

+1-331 305 2501 (US Vonage)

<https://www.linkedin.com/in/btripathy>

**Client Solutions & Delivery Manager/ Recruitment Manager/ Accounts & Sales Manager/Business Development**

**Expertise on Engineering Requirements**

**BEST WAY TO REACH: - CALL BETWEEN 3PM TILL 8AM IST**

## Summary

- Dedicated Client Solutions & Delivery Manager/Trainer/Coach/Mentor with proven success in complex recruiting environments involving contract temporary staffing, permanent and contract to hire positions; prosper in both high volume hiring and forte market placements; building diverse relationships with clients, vendors and consultants.
- Dynamic and result-oriented recruitment specialist, with over 10 years of Contract/Full-time recruiting experience, focused in the placement of IT professionals.
- Over 13 years of diverse industry experience in which includes Event Management, Banking Call Centre, Staffing and Recruitment
- Excellent understanding on US Employee Benefits (401k plan), and U.S Tax Terms (W2, 1099, C2C, C2H), good understanding of US work authorization visa (Green Card, H1B, F1, L1, TN, EAD).
- Extensive experience using job boards, internet navigation tools, social networking sites, vendor management systems and expertise in operating Job Diva.
- Familiar with VMS systems such as Field Glass, Beeline, E-temp, Pro-wand, People click.
- Extensive expertise on handling Engineering skills requirements and clients.
- **Domain Specialized:** Engineering, Healthcare, Telecom, Automotive, Aerospace, Oil & Gas, Energy, IT, Retail, etc.
- **People Management:** Managing the team of more than 15 recruiters, mentoring, training and helping in achieving quarterly targets.
- **Training and Mentoring:** Trained new Hires and made them accustomed with work environment and process. Motivate and mentor the team to perform their best and give optimum result for organization.
- **Knowledge of Project Management:** Very good knowledge of initiation, planning and design, execution and construction, monitoring and controlling systems and completion.
- **Specialties:** Operations Management, Account Management, Delivery Management, Engagement Management, US Staffing, Recruitment Management, Process Re-Engineering, Process Improvement, Revenue Generation, Client Management, Client Servicing, Client Relationship Management, Business Process Improvement, Full Life Cycle Recruiting, Information Technology, Wireless, Telecom, Team Performance/Management, Niche Talent Acquisition, Recruitment Management, LinkedIn, IT Recruiting, Compensation Negotiation, Relationship Building, Recruiter Training & Development, Vendor Liaison, Technical Recruiting, Talent Acquisition, Sourcing, Recruitment/Retention, Team Management, Vendor Management, Salary Negotiation, Employee Engagement, Contract Recruitment, Strategic Sourcing

## Experience

**Enterprise Solutions Inc.**

**December 2015 - Present**

**Client Solutions & Delivery Manager/ Recruitment Manager/ Accounts & Sales Manager/Business Development**

*Enterprise Solutions Inc.. Is a leading minority-owned Information Technology (IT) staffing firm (Certified by the National Minority Supplier Development Council - NMSDC ), in the U.S., with more than 700+ professionals across North America and Asia (India). Established in 2000, we currently have 3 locations globally. Our services to our clients include staff augmentation, managed services and direct placements. We have a very strong and robust recruiting model designed to most effectively support all our*

clients. Our clients have continuously ranked us as a reliable partner and consistently rewarded us with Top Vendor status. We have been known to be amongst the top five suppliers with our key clients.

At Enterprise Solutions Inc. , we not only consider our employees as our Partners, but also essential to our success. Hence we ensure they are satisfied while working at Enterprise Solutions Inc. We also ensure that our consultants continue to be associated with us even after their assignments are complete. By associating with Enterprise Solutions Inc., our contractors and employees can be assured of a rewarding next step in their career.

Please visit [www.enterprisesolutioninc.com](http://www.enterprisesolutioninc.com) to learn more

- Conducted market analysis and research to provide innovative business ideas.
- Gathered and analyzed customer needs and interests to develop innovative business opportunities.
- Understanding client's requirement which from sales staff and Client.
- Responsible for Full Life Cycle Recruiting in addition to business development and Account
- Full life cycle recruiting from screening to selection Sourcing, Screening, Interviewing, Negotiating, and Closing technical and non-technical personnel.
- Building strong relationships with hiring managers, IT Managers, Directors to ensure hiring requirements are met for my client's needs.
- Lead and participate on all conference calls to ensure that all job orders are being covered
- Daily communication with hiring managers in respects to new technical requirements, interviews, and offers.
- Developed effective partnerships with Client hiring managers in attempt to assist with their recruiting needs
- Training the new staff on the entire recruitment life cycle and mentored team leads & team members into the recruitment processes.
- Knowledge sharing with junior staff and colleagues, arrange knowledge sharing sessions and create documentation to increase productivity
- Managed a group of recruiters and conducted recruiter training also Supported 15 internal recruiters by providing daily technical requirements.
- Involved in new account acquisition and account management.
- Knows the complete life cycle and recruitment process of different clients.
- Tracking the daily reports of the team, created and maintained a database of resumes and technical candidates using Job Diva Applicant Sourcing /Tracking System

**Client : L&T, Yellow Pages, GE Healthcare, GE Transportation.**

**Enterprise Solutions Inc.**

**September 2012 - Present**

**Recruitment Manager/ Accounts/Sales Manager**

- Engaged in recruitment and placement in all over US
- Interacting with Clients and sales persons and understand client's Staffing needs and requirements
- Source, identify, screen, and submit short listed resumes for various positions to Client-L&T, Yellow Pages, GE Healthcare, GE Transportation.
- Categorization of database based upon Industry, skill-sets, level of the position, etc
- Participate in daily reviews/ meetings/ conference calls to plan staffing requirements.
- Practiced numerous sourcing strategies including referral generation, ad placement, position postings, direct sourcing/cold calling and networking to develop a qualified pool of candidates.

**Primus Software Corp.**

**August 2011 - June 2012**

**Senior Technical Recruitment Specialist**

- Engaged in recruiting, account management and placement in all over America
- Source, identify, screen, and submit short listed resumes for various positions to Client AT&T
- Recruited hired candidates for Contract, Contract-to-hire and Permanent placements for all IT positions Collating reports-Daily, Weekly, Monthly, Quarterly
- Writing and/or rewriting applicant's resume to present details efficiently and accurately to clients.
- Source candidates and fill job orders using Internet postings, paid/ free job sites.

- Practiced numerous sourcing strategies including referral generation, ad placement, position postings, direct sourcing/cold calling and networking to develop a qualified pool of candidates.
- Negotiate rates/salaries and keep candidates updated and “warm” throughout the presentation process to clients.
- Work with account manager to set up Client interviews.

#### **Mindlance.**

**October 2009 - July 2011**

##### **Senior Recruitment Specialist**

- Mainly engaged in recruiting, account management and placement in all over USA
- Interacting with Clients and Key Stake holders and understand their Staffing needs and requirements.
- Source, identify, screen, and submit short listed resumes for various positions to Client-Intel, Kelley Intel, Wipro, Humana, Lab Corp, Huawei.
- Responsible for all handling end-to-end Recruitment process which includes identifying consultants, analyzing requirements and identifying the requirements on the basis of closure
- Resolving day-to-day issues and queries of Consultants/ Employees working in US
- Negotiating salaries with Contractors, evaluating terms and conditions in the Contracts with Clients and Vendor Agencies in US with respect to terms and conditions acceptable to Mindlance
- Recruited hired candidates for Contract, Contract-to-hire and Permanent positions for all IT and Non IT,
- Maintaining reports on excel sheets-Daily, Weekly, Monthly, Quarterly
- Categorization of database based upon Industry, skill-sets, level of the position, etc
- Participate in Client's conference calls/Reviews/meetings to plan staffing requirements.
- Writing and/or rewriting applicant's resume to present details efficiently and accurately to clients.
- Source candidates and fill job orders using Internet postings, paid/ free job sites, and also sourcing resumes from Job Diva.
- Practiced numerous sourcing strategies including referral generation, ad placement, position postings, direct sourcing/cold calling and networking to develop a qualified pool of candidates.
- Conducted in- depth interviews of candidates both in-house and by telephone to determine skills, knowledge, interest, Salary Bench marking and availability.
- Negotiate rates/salaries and keep candidates updated and “warm” throughout the presentation process to clients.
- Develop a pipeline of candidates for current and future openings.
- Work with account manager to set up Client interviews.

#### **Rose International**

**March 2007 - September 2009**

##### **Technical Recruiter**

- Source, identify, screen, and submit short listed resumes for various positions to Clients like (T-Mobile, AT&T and Sprint, Wells Fargo, Verizon, PepsiCo, Merck, GMAC, IBM, Target etc.)
- Engaged in recruiting, in all over America with focus in the Northeast Area.
- Responsible for all IT Recruiting/staffing/consulting for Telecom, Banking, Manufacturing, Information Technology and other IT Related Industries.
- Responsible for all handling end-to-end Recruitment process which includes identifying consultants, analyzing requirements and identifying the requirements on the basis of closure
- Negotiating salaries with Contractors, evaluating terms and conditions in the Contracts with Vendor Agencies in US with respect to terms and conditions acceptable to Rose International.
- Recruited hired candidates for Contract, Contract-to-hire and Permanent placements for all IT & Non IT positions for multiple Clients

#### **Skills & Expertise**

Technical Recruiting, Sourcing, Screening, Vendor Management, Negotiation, Staff Augmentation, Resume Writing, Recruiting, Human Resources, Interviews, Talent Management, Recruitments, Employee Relations, Contract Recruitment, Networking, Talent Acquisition, Benefits Negotiation, Temporary Placement, Employee Benefits, Telecommunications, Account Management, Applicant

Tracking Systems, Strategic Sourcing, HRIS, E-recruitment, Recruitment Advertising, IT Recruitment, Onboarding, Employee Engagement, Screening Resumes, HR Consulting, Search, Staffing Services, SDLC, Performance Management, Employer Branding, Internet Recruiting, Executive Search, Management, Team Management, Permanent Placement, Information Technology, Resource Management

### **Education**

#### **MBA, HR/ Marketing, 2007 - 2009**

National Institute of Management (NIM)

Grade: A+

#### **Bachelors in IT & Management, Computer Science, 2000 - 2003**

Utkal University

Grade: A+

**Activities and Societies:** Project Training at EXPOSOFIT INDIA LTD Hyderabad as a Trainee Jr.Network Engineer / Team leader from Jan 2003 to July 2003 Handled team of 10 members and was taking care of the network connectivity through LAN/WAN among 100 computers, installing software's /OS & hardware solutions.

### **Languages**

English, Hindi, Oriya, Bangla