**Abhinav Raj**

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Sector-76, Noida, UP, 201301

**Professional Summary**

Overall more than 7-year experience in Staffing / Information Technology (IT) Industry focused in HR, Overseas Recruitment / Staffing (IT), Business Development (Maintaining Clients, Vendors / Suppliers Relationships, Bench Marketing – H1B, Sales, C2C), Domestic Recruitment (IT), HR, Administration, Man Power Planning, Decision Making, Employee Relationship, Team Leadership & BPO. I am a dedicated, high energy, Human Resource and Recruiting professional with solid experience in IT Staffing/Recruitment and client servicing in International and Domestic markets. My goals are to join a company that has the same desire to provide exceptional service to their clients, employees and the community. I am passionate about articulating the business value of complex technologies to sales, partners, and industry analysts.

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**Professional Experience**

* Currently working with Summitworks Technologies INC as Manager Sales (Client Services) Working as a key liaison between the Client, Consultant, Vendors and Account Managers.
* Extensive experience in sales of Bench/H1b/C2C consultants.
* Extensive experience of H1B transfer, USC & GC holders.
* Good Hold and relation with Implementation partner and agencies (Tier 1).
* Hands on experience in working on Jobsites like, Dice, Monster, Indeed, Career Builder etc.
* Have excellent interpersonal and communication skills.
* Has the ability to work in a fast paced environment.

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| ·         Account Management Sales | ·         Recruitment Management Systems |
| ·         Bench Sales | ·         Contract Negotiations |
| ·         Channel Sales | ·         Business Development |
| ·         H1B Transfer | ·         Policy and procedures |
| ·         Customer-Relationship Management | ·         Employee relations |
| ·         Client relation Management | ·         Competitive analysis and leadership. |

**Skills**

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### Core Competencies:

**Sales:**

* Establishing rapport with individuals at all professionals’ levels and diverse cultures. Keeping the customer’s need foremost in mind and illustrate how his/her needs are met.
* Analyzing sales data and inventories to plan promotions and make adjustments. Consequently, performing data collection and analysis to prepare monthly reports.
* Building strong customer relationships through communication and corporate correspondence skills.
* Gathered leads on new and existing projects from architects and sharing the information with relevant sales team and to follow up regularly till execution

**Offsite Consultancy:**

* Identifying potential clients through potent Websites and Databases in the US market and initiating business.
* Business Development and dealing with clients at various levels. Account of a large number of clients.
* Preliminary screening of candidates to ensure that they meet clients’ requirements. Coordinating between the clients and candidates for various issues
* Analyzing the performance of the Sales Managers and Recruiters and helping them in making contracts like the NCA (Non-Compete Agreement), NSA (Non Solicitation Agreements)

**Work History**

06/2016 till Present **Manager** - **Bench Sales (H1B, USC, GC, OPT)**

**Summitworks Technologies INC – Noida, U.P.**

* Extensive experience of complete life cycle of H1B Sales and client/consultant based Sales and Marketing.
* Negotiating Contracts, Work orders, rates/salaries, extended and closed offers and finalized the deal and placements.
* Interacting with the current clients and agencies to get the requirements and coordinating with the Sales People and recruiters to find the matching profiles accordingly.
* Revenue generation and margin enhancement-support Client Managers in negotiating price increases, coordinating large bids, pricing reviews, scenario planning, and ad-hoc requests. Understand lost opportunities and assist in increasing business with customer.
* Try to generate some good references of Consultant, Clients, and Project Manager for future database and business opportunities.
* Understanding the requirements from the business and mapping it with available resources for both in-house and Clients.
* Building & maintaining healthy business relations with major clients to generate business and obtain leads.
* Extensive experience of Contract Staffing, Contract to Hire, and Permanent Staffing.
* Ensure quality, quantity & turnaround time with the momentum of business through follow-up.
* Implementing customer retention plans and ensuring customer satisfaction by achieving on time delivery & service quality norms.
* Have been working on almost all the skill sets like SAP, Peoplesoft, Oracle, Java, .Net, System Analyst/Admin, Network, DBA’s, QA’s etc.
* Have excellent interpersonal and communication skills. Has the ability to work in a fast paced environment.
* Ability to make decisions and take action. Good in building team relationships and maintain high morale.
* Working with Recruiting consultants for USA market and is involved in the sales of Bench/H1b/C2C consultants

07/2013 to 05/2016 **Assistant Manager- Bench Sales, H1B Sales,**

**Universal Software Corporation – Noida, UP.**

* Extensive experience on H1B transfer.
* End to End process knowledge and hands on experience of H1B transfer cases.
* Recruited and placed in the areas of Java, .Net, Quality Analyst and Testing, Database Architect, Oracle PL/SQL, Python, Perl, Tibco, Database Administration, Software Development, Architecture, Network Engineering and Administration, Project Management, AND Business Systems Analysts.
* Utilized automated database software, internet employment sites such as Dice.com, Monster.com, Career builder and Corp-to-Corp to source and recruit qualified Information Technology Professionals.
* Interacting with the consultants to find out their availability, comfort, experience, technical knowledge, proficiency with the required skill set and presenting their resume/profiles to the client for their requirement/positions.
* Primarily taking care of all (CONTRACT BASED) C2C requirements and also Working arduously to place own W2 consultants.
* Work cross-functionally with marketing, channel sales and account development team in order to drive revenue for the company. Understanding of the complete sales cycle and possessing consultative selling approach.
* Strong resume sourcing skills through various sources and methods (Groups, Networking Sites, Portals etc)
* Short listing the qualified candidates through initial screening/interview on the suitability to the desired position and sharing them with the client.
* Prepare quality resume for submittals and candidates through the client’s interview process
* To follow-up consultant and clients to facilitate the consultant to join project / assignment. Also to remain in touch regularly with the client, consultant and employer.
* Resolve any candidate related concerns/issues arising at project site.

02/2010 to 06/2013 Staffing Specialist / Bench Sales - Lead

**Tech Mahindra Ltd.** – Noida

Job Profile:

Worked as Team Leader from February 2010 till June 2013 with Tech Mahindra Ltd. In this division it is a Professional Service Company with prime focus in Onsite Consulting, Professional Services and recruitment.

**Responsibilities:**

* Work closely with Bench candidates.
* Interacting with the current consultants and be there first point of contact for any of their Issues/queries while working for the company in organizations on different projects.
* New skills on which they will be working So as to guide our team of service manager’s and recruiters for maintaining the data base as per the requirements.
* Servicing the requirements sent by the clients and closing the deals and assuring the delivery of the resources to the client with in time about the consultant’s history as well as client requirements.
* Coordinating directly with the Vendors / clients for the payments for the services of our consultants has provided to them while working on their projects.
* Guiding a team of Recruiter to fulfill our requirement and provide the suitable candidate within the time frame.
* Work cross-functionally with marketing, channel sales and account development team in order to drive revenue for the company. Understanding of the complete sales cycle and possessing consultative selling approach.
* Working with Recruiting consultants and is involved in the sales.
* Good in Contract Staffing, Contract to Hire, and Permanent Staffing

01/2009 to 01/2010 **Mirza International Ltd- New Delhi**

**Account Manager-Merchandiser**

**Job Profile:**

Mirza International Ltd. is a 100% subsidiary of Red Tape Shoes. I was looking after Development, Designing and costing for new ranges of Shoes. Co-coordinating between UK, US office & factory. Keep Interacting with UK, US, Australia, Holland, France, Germany and Middle East clients through Phone and mails.

**Responsibilities:**

* Co-ordination between UK office/ factories for new & existing orders
* New range development/costing for new inquiries.
* Execute orders from booking to ship as per the specification.
* Updating the buyers on the orders on weekly basis & on every day communication

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Education:

2005 **B. Com -** Commerce

Deen Dayal University, Gorakhpur

2002 **Intermediate** – Commerce

UN Inter College

2000 **High School** – Science

GTD Inter College

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**Personal Information**

LinkedIn:<https://in.linkedin.com/in/abhinav-raj-20178276>

Date of Birth: 4th Aug 1985

Interest: Talking on Phone, Listening Music, and travelling

Languages: English Hindi

References: Available on Request