**First Name of Application CV No 1681272**

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## ABOUT ME

I am an optimistic person with a knack to learn new things. Once involved in any activity, I give my best. I believe in learning while working.

## CARRIER OBJECTIVE

* To work for esteem organization where I can achieve my full potential, sharpen my skills and get a chance to contribute positively towards meeting organizational objectives & contribute to the company’s success and give myself a unique identity.
* As I have been in the Business Development and Consulting activities since last 2 years, which encompasses Recruitment and Sales of IT resources.
* I am an expert in Boolean string and versatile searching of resume on various job portals.
* Involved in business activities and processes like Client Interaction, Business Research, Customer Handling, Delivery Management, Client Maintenance, Requirements gathering through direct interaction, Project management and CRM application, etc

## PROFESSIONAL SUMMARY

## Having 4+ years of extensive experience in the field of Information Technology with HR outsourcing, Bulk hiring, US Recruitment.

* Extensive experience on SAP, Mainframe, Oracle, Java/J2EE, .Net, Quality Analyst & Testing, Business Analyst, Front-End technologies like UI/UX, PHP, Drupal, LAMP and HTML/CSS.
* Having working knowledge on various job portals like Dice, Monster, Corp-Corp, Bench Folks, Career Builder, Tech Fetch, LinkedIn, Google Desktop search in self database.
* Having a huge number of Tier-1 client list and third party relationship through messenger chat, calling and mailing.

## Expertise experience in different environments with many different client overseas

## Extensively worked on many job opportunities for overseas requirements

* Strong hands-on experience on Microsoft Office/ Microsoft Outlook

## TECHNICAL EXPERTISE

|  |  |
| --- | --- |
| Languages | C, .Net, C#, HTML, XML |
| Databases | SQL, MS Access, MYSQL |
| Platforms | MS Windows, |
| Office Tools | MS Office, MS Outlook, Photoshop, Picasa |
| Web Authoring Tools | Dreamweaver, CSS, HTML |

# ACADEMIC QUALIFICATION

# Bachelor of Technology from UPTU, India 2007-2011

**LAST WORKING**

* Company Name –***Tekshapers Software Pvt. Ltd. India***
* Job Profile – ***Business Development Manager***
* Experience – November 2015 – April 2016

**Roles & Responsibilities:**

* Involved in maintaining and developing new clients for the staffing growth of my company.
* Tracking Implementation Partners and Direct clients and increasing the quality of submissions and client handling with hot serving and dedication.
* Responsible for out-sourcing and filling temporary, contract and full time placement orders
* Deliver revenue by building and maintaining relationships with senior level clients; consistently multi-tasking between new business acquisition and account management
* To identify the particular needs of clients for full time and temporary positions
* Cultivate good rapport with corporate clients and ensure our company becomes the choice for their new job openings.
* Effective at making verbal and written proposals, negotiating, calculating burden and mark-up.
* Cold calling, resume posting, AMC calls and various follow up calls were the key strength of bringing business to the company.
* Involved in bench sales of the consultants available to new upcoming bench marketing.
* Getting appropriate jobs for them from then market and closing deals on rate and interviews with the coordination with hiring manager and vendors.
* Utilize knowledge of clients’ requirements and contact previous candidates for referral or to skill market new candidates.
* Maintaining excellent rapport with the vendors, interview panel and hiring managers
* Follow-up with candidates and maintain an up to date data base of potential candidates that could be available on short notice for temporary/contract positions for US market.
* To interpret and provide solutions to customers’ needs for both usual and unusual assignments
* Responsible for quality control and delivering quality service to all clients, prospects and candidates
* Use of Dice & Monster portals are limited to job extractions and cold callings with sufficient use of LinkedIn to track down the working partners and new contacts.
* Prepared and managed the sales budget, pipeline tracking & reporting, forecasts and attainment of revenue objectives

**PREVIOUSLY WORKING**

* Company Name –***Coit Consulting Pvt. Ltd. India***
* Job Profile – ***Business Development Manager***
* Experience – April 2015 – November 2015

**Roles & Responsibilities:**

* Maintaining and building new clients via LinkedIn hunting, Dice or Monster job portal hunting and majorly through cold calling and follow up calls.
* Responsible for overall sales of the company products and staffing services.
* Setting up the meeting with the CFO, CRO, CTO, and CEO to give the presentation and get business proposals for future credentials.
* Involved in tracking Implementation partners and direct clients and increasing the quality of submissions and client handling with hot serving and dedication.
* Responsible for sourcing and filling temporary, contract and full time placement orders
* Deliver revenue by building and maintaining relationships with senior level clients; consistently multi-tasking between new business acquisition and account management
* To identify the particular needs of clients for full time and temporary positions
* Cultivate good rapport with corporate clients and ensure, our company becomes the choice for their new job openings
* Effective at making verbal and written proposals, negotiating, calculating burden and mark-up
* Utilize knowledge of clients’ requirements and contact previous candidates for referral or to skill market new candidates
* Maintaining excellent rapport with the vendors, interview panel and hiring managers
* Follow-up with candidates and maintain an up to date data base of potential candidates that could be available on short notice for temporary/contract positions
* To interpret and provide solutions to customers’ needs for both usual and unusual assignments
* Responsible for quality control and delivering quality service to all clients, prospects and candidates
* Prepared and managed the sales budget, pipeline tracking & reporting, forecasts and attainment of revenue objectives

**PREVIOUSLY WORKING**

* Company Name –***Ramy Infotech Pvt. Ltd India***
* Job Profile – ***Lead Resource Manager***
* Experience – April 2013 to April 2015

**Roles & Responsibilities:**

* Handling a team of three associates under my supervision and training them the work we do and ways we follow to attain success.
* Getting work from the associates in the team and to make sure they are on the right track to get consistent business for the company and maintain their clients.
* Responsible for sourcing and filling temporary, contract and full time placement orders
* Deliver revenue by building and maintaining relationships with senior level clients; consistently multi-tasking between new business acquisition and account management
* To identify the particular needs of clients for full time and temporary positions
* Cultivate good rapport with corporate clients and ensure, our company becomes the choice for their new job openings
* Effective at making verbal and written proposals, negotiating, calculating burden and mark-up
* Utilize knowledge of clients’ requirements and contact previous candidates for referral or to skill market new candidates
* Maintaining excellent rapport with the vendors, interview panel and hiring managers
* Follow-up with candidates and maintain an up to date data base of potential candidates that could be available on short notice for temporary/contract positions
* To interpret and provide solutions to customers’ needs for both usual and unusual assignments
* Responsible for quality control and delivering quality service to all clients, prospects and candidates
* Prepared and managed the sales budget, pipeline tracking & reporting, forecasts and attainment of revenue objectives

**PREVIOUSLY WORKING**

* Company Name – ***Ramy Infotech Pvt. Ltd. India***
* Job Profile – **Team *Lead Technical IT Recruiter***
* Experience – June 2012 to April 2013

**Roles & Responsibilities:**

* Handled a team of four recruiters and guiding them to enhance their capabilities and searching skills on various portals and in-house database and finally to meet their daily targets and generating business, as a Lead in Recruitment.
* While working as a lead, I also serve some positions and close them with best match.
* Handling the end-to-end recruitment process, covering the entire recruitment life cycle.
* Evaluating and validating technical profiles through search engines (In-House portal, Monster, Dice, Bench folks, Corp-Corp), referencing from third parties and recruiting candidates for different requirements.
* Job description writing, Job posting, Screening, Short-listing & taking initial interviews according to requirement.
* Have the ability to quickly learn systems, processes, and procedures.
* Handled multiple requirements simultaneously with requirements of team members also.
* Expertise in Entire Recruitment Life Cycle from Sourcing, Screening, interviewing, Selection, Hiring, Negotiation, Post Offer Follow up.
* Creating and maintaining database of all the resumes received from external sources and to send appropriate feedback based on the requirement.
* Coordinating / Scheduling & Conducting Initial Interviews.
* Coordinating with the selected candidates for salary negotiation and Interview follow-up.
* Getting paper work related with joining formalities, such as NCA, NSA, and MSA Documents.
* Offer roll out and constant follow up till the joining of the candidate.
* Experience in volume hiring and excellent conversion rates from screening to joining.
* Maintaining excellent rapport with the vendors, interview panel and hiring managers.
* Coordination with all team members for the hiring and other recruitment issues.
* Resolving the searching and hunting issues of team members, mostly providing the suitable resumes.
* Daily recruitment status report or MIS reporting - Generate daily reports exhibiting number of technical rejects, number of rejects, Candidates on hold and number of offers generated.
* Mostly worked on the Contract and Contract-to-Hire positions on mixed skill sets like SAP Modules, Quality Analyst & Testing, Business Analyst, .Net Developer, Java/J2EE Developers, Data Warehouse Technologies, Oracle Applications/Developers, and Build Release Engineer, Mainframe, Front-End Technologies like UI/UX, PHP, LAMP, Drupal, and HTML/CSS.

**PREVIOUSLY WORKING**

* Company Name – ***Cherub Services LLC. NJ***
* Job Profile – **Technical IT Recruiter**
* Experience – June 2011 - June 2012

**Roles & Responsibilities:**

* To identify and develop a target pipeline and aggressively market for new profitable candidates from the identified third party companies.
* Manage key relationships with third party companies through regular contacts by ensuring the effective call program is maintained on all assigned and prospect positions.
* Managing all operational levels of business including
  + Sales Program Execution,
  + Pricing
  + Weekly forecasting
  + Result analysis,
  + Performance measurement and corrective actions
* Making new clients and maintaining the existing clients for business development.
* Expertise in Entire Recruitment Life Cycle from Sourcing, Screening, interviewing, Selection, Hiring, Negotiation, Post Offer Follow up
* Creating and maintaining database of all the resumes received from external sources and to send appropriate feedback based on the requirement
* Coordinating / Scheduling & Conducting Interviews
* Coordinating with the selected candidates for salary negotiation
* Getting paper work related with joining formalities, such as NCA, NSA, and MSA Documents.
* Hands on Experience on Dice and Monster with the use of self database and third party vendors to resource valuable and skilled candidates on each position.
* Maintaining strong credit analysis, documentation and relationship management skills.
* Building a good verbal communication with the active clients for business generation.
* Gathering full information about any particular demand of client regarding the software and job openings in US/Canada.