**SHAIK NAYAB RASOOL**

Email :rasoolskn993@gmail.com

Mobile : +91 720 722 2947

**Career Objective:**

* To work for a peerless organization where I can put all my skills to use, work to the satisfaction of my superiors in my field and upgrade my knowledge and improve my personality.

**Education qualification: Graduation from Krishna Chaitanya Institute of Engg & Tech**

**Technical skills:**

* **Package** : MS Office, MS Excel
* **Operating Systems**: Windows 2000/XP/ 7/10.

**Project summary:**

* Around 3 years of Experience and Knowledge in the areas of Bench sales IT Recruitment Involved in half cycle Recruitment involving sourcing, identifying, and interviewing, screening and placing personnel in quick turnaround time in contract, contract with hire and permanent
* Skilled in Analyzing, Writing and developing Requirement as per client.
* Experienced on working for all visa status Such as H1B, EAD, and GC& US Citizen.
* Skilled in Rate negotiations.
* Good knowledge of Tax Terms and experienced to apply.
* Strong Understanding and involved in the Tax Terms such as W2, C2C and 1099.
* Developing vendor database from various companies by using various sourcing techniques such as: headhunting, networking in Industry, job portals, Employee referrals and Advertisements.
* Experience in marketing the candidates profile via different job portals.
* Sound Experience on portals like Dice, Monster &Carrier builder.
* Posting the resumes on job portals like Dice and Monster.
* Proficient in using standard corporate productivity tools (Microsoft Word, Excel, Office, etc.)
* Inclined to learn and grasp things fast.
* Expert in cold calling.
* Worked on different Time Zones like PST, CST, and MST & EST.

 **Meta soft inc Feb 2024- Till Now**

 **Role : Bench sales Recruiter**

**Hyderabad**

**Responsibilities:**

* Marketing the resumes of bench CPT, OPT, H4, GC, USC consultants for various positions available in the market like **Dotnet, Java, Fullstack, RPA, QA, Workday, Salesforce, UI Developer**  etc.
* Handling the team to market the profiles and scheduling the interviews to make a closer.
* Follow ups with vendors about the status of the submission and interview updates.
* Board casting the profiles of the consultant and the Hotlist of the company on a periodical basis.
* Planning and implementing strategies throughout the team.
* Using social media and portals to get through the requirements and fill that position with allocated candidates.
* Connecting to the prime vendors through their company job portals, LinkedIn etc.
* Following back for each and every submission with already submitted candidate to vendors.
* A proven track record of delivering high quality candidates and filling open requirements quickly and effectively.
* Sourcing and screening potential IT candidates for contract openings.
* Experience in working with most on-line recruitment tools (Dice, Techfetch, CareerBuilder, Monster etc.)
* Strong Experience working on W2, Corp-to-Corp and 1099 requirements

**Global Data Mart systems**   **May 2022 to Jan 2024**

**Role: Sales Recruiter**

 **Responsibilities:**

As a Bench Sales Recruiter was involved in selling the bench consultants, including searching, qualifying, scheduling interviews, rate negotiations, and closing.

* Involved in sales i.e., bench consultants to the Vendors and Clients for the requirements
* Searching the requirements for the allotted bench from portals, groups and with contacts. Sharing the requirements with the consultants by his/her comfort ability used to submit the resume to the recruiter.
* Have experience in marketing **OPT** resumes and placing them in short time.
* Speaking with the recruiters regarding the rate and getting the best as suggested by management.
* Worked extensively on marketing bench consultants.
* Interacting with Tier one Vendors and making new vendors to the company
* Involved in marketing of consultants on bench to the preferred vendors.
* Getting requirements for bench consultants from various sources like Prime Vendors, job portals and other Networking sites.
* Keeping track of the start and end dates of the bench consultants
* Maintain daily & weekly status lists of all activities through MS Excel.
* Set up interviews and closed candidates for various positions.
* Process candidates from initial contact through entire interview/placement process which includes interview scheduling and follow up.
* Actively involved in marketing of consultants on bench to the preferred vendors.
* Responsibilities include calling on prime vendors, developing corporate account relationships, presenting consultants, negotiating and finalizing contracts.
* Negotiating rate with vendors & managing the long term relations with them.

**SAHASA IT , Hyderabad. Sept 2021 to April 2022**

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Personal profile:

* Name: Shaik Nayab Rasool
* Date of Birth: 14-08-1994
* Nationality: Indian
* Marital Status: Unmarried
* Languages Known: English, Telugu, Hindi , Urdu

Personal Skills:

* Hard working and zeal to success.
* Adaptability to new environment and a Self-learner.
* Possess good Soft skills.
* Good Interpersonal and communication skills.
* Good leadership qualities.

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Place : Hyderabad.**

**Date :**