**Manmohan Thakur**

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**OBJECTIVE:**

Seeking for a position of Recruiter (US STAFFING) in a reputed company where I can utilize my knowledge to recruit according to the criteria needed for the post. Looking for a responsible job where I can ensure the growth of the company and gain success.

**SUMMARY OF SKILLS & EXPOSURE:**

* Dynamic and result-oriented individual with 2.6 years of Technical Recruiting experience with,Bhaninfo.
* Possesses a sound skill set of excellent recruitment process flow, satisfaction and communication.
* Involved in full cycle Recruitment like sourcing, identifying, telephonic interviews, screening, qualifying and negotiating rates, internet searches, performed reference checks, identified opportunities and candidate selection.
* Developed contacts with key decision makers of various Fortune 500 companies to facilitate more business.
* Well-organized, strong work ethics and willingness to work hard to achieve objectives.
* To identify new business opportunities, support business development strategies, complete contractual obligations.
* Ability to work on multiple projects with highly aggressive deadline under minimum supervision.
* Quick learner and Excellent aptitude, reasoning and analytical skills.
* Strong knowledge of databases platforms, development tools, programming languages, and telecommunications technologies for recruitment strategies
* Proficient in using standard corporate productivity tools (Microsoft Word, Excel, Office, etc.)
* Performing recruitment lifecycles as the aspects like sourcing the resource, screening and coordinating technical interviews, negotiation and follow up etc
* Good Negotiation and Closure skills with strong emphasis on Client/Vendor Relationship management.

**Experience:**

* Working at Bhan info as SR. Sales / Technical Recruiter from Jan13 to present

**Education:**

* B.Tech (Information technology) From Christhu jyothi institute of technology and science, JNTU Hyderabad.

**Interpersonal Skills:**

* Result Oriented
* Confident.
* Adaptable
* Working well for individual tasks leading to teamwork.

**PROFESSIONAL EXPERIENCE:**

**BHAN INFO, Warangal. Jan13 to present**

**SR. Sales /IT Recruiter**

**Responsibilities:**

* Experience in Complete sales cycle management i.e. right from submitting a proposal to Paperwork.
* Responsible for marketing our own H1 and EAD consultants by using internal database, personal contacts, vendor partnerships, posting their profiles in various internet job boards, referrals and various internet groups.
* Search jobs in different Job portals for our consultant and post them accordingly.
* Place our H1B/ W2 employee to the direct client's/Preferred Vendors. Update their resumes time to time.
* Experience in sourcing resume through networking, referrals, job posting.
* Correspond with job applicants to notify them of opportunities and perform initial phone screening.
* Ensure availability of back up resources in the event of candidate back-outs for key positions or any emergencies.
* Negotiating the compensation packages.
* Maintain daily & Weekly status lists of all activities through MS-Excel
* Recruiting experience in Fulltime/Contract Consulting positions.
* Source through various techniques like Internet tools, Referrals and Database etc.
* Daily coordination of candidate resumes, submittals, interviews, closures, and sales recruiting tracking.
* Handling various level positions of Top& Senior Level, Mid Level, Junior level
* Understanding and analyzing the requirements of different skill sets.

**Mass Call Net Private Limited Jan 2012 to Dec 12**

**Team Lead. Sr. sales Executive**

**Responsibilities:**

* Experience in Domestic Vodafone sales
* Handling Team members
* Taking team briefing
* Motivating them to how to do good sales
* Facing challenges with Clients and resolving them with in a good manner

**References provided upon request.**

**(Manmohan Thakur)**