SUCHARITHA ARE

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✉ sucharithaare52@gmail.com

Skills & Highlights

- Recruitment
- Communication Skills
- Performance Management
- Employee Relation
- Onboarding
- Maintain Confidentiality
- Marketing
- Negotiation

Personal Information

DOB: 09-MAR-1999
Nationality: Indian
Religion: Hindu
Marital Status: Married
Languages: Telugu & English

PASSPORT DETAILS

Passport Number : C5865209
Passport Issue : 10/12/2024
Passport Expiry : 09/12/2034
Place of Issue : Hyderabad

Summary

- Overall, 2.9 years of experience in Staffing
- Posting resume on all job portals like Dice, monster, and social networking portals, etc.,
- Reaching out for the maximum number of open requirements in the market.
- Expert in Bench Sales including of CPT, OPT&H1B'S,GC,USC
- Coordinating with the consultant in order to know their comfortableness with the requirement before submitting to the vendors.
- Experience and knowledge of various Visa statuses.
- Submitting the consultants to all the suitable job postings on all portals.
- Track the submissions and make regular follow-ups.
- Negotiate rates with the vendors/Clients.
- Prepare the consultants for the client interviews.
- Maintaining Good Interpersonal Relation with the Client and the Vendors.
- Effective communicator: Good telephone, interpersonal calls and writing skills
- Marketing our own consultants to the suitable requirements.

Work Experience

Carpediem Technologies LLC   Mar 2024 -Dec 2024 Hitech City, Hyderabad

Sr.Benchsales Recruiter :
Roles and responsibilities

- Responsible for placing consultants on Bench for direct client requirements.
- I understand opening, technical interviews, negotiations, closing deals, and maintaining the client and consultant relationship.
- I am involved in posting resumes on various job sites and sourcing the right job.
- Making follow-ups with different vendors that previously submitted positions.
- Responsible for Arranging interview with tier 1 vendors or with the end client
- Follow up with the candidate, client in each stage and finally closing the candidate and Submitting the Profiles to the concern lead or Client Manager
- Excellent proficiency and knowledge in recruiting such as vendor networking, job boards, (Dice, Monster, Career Builder) Internet search and Internal Database.
- Deal and Placed with almost all types authorized consultants such as Citizens, GC, H1- B, EAD, and also Placing H1-B's on our payrolls.
- Submit qualified candidates to open position job requirements.
- Dealing with all types of skill sets as per the client requirement.
- Finalizing for the rate & Schedule for interviews.

Technical Qualification

- MS Office
- C++,
- C Language

Artifint Technologies LLC Mar 2022- Feb 2024 Banjarahills, Hyderabad

Benchsales 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.
- Sharing the requirements with the consultants by his/her comfort ability used to submit the resume to the recruiter.
- I understand opening, technical interviews, negotiations, closing deals, and maintaining the client and consultant relationship.
- I am involved in posting resumes on various job sites and sourcing the right job.
- Making follow-ups with different vendors that previously submitted positions.
- Responsible for Arranging interview with tier 1 vendors or with the end client
- Have Worked on 80 different candidate profiles on C2C with the skills Like Java Full
- Worked on Java Developer, UI/Front End Developer, .NET Developer, Data Analyst/ Scientist/Engineer, Business Analyst, QA, Analyst/Tester/ Automation, VMWARE Engineer.
- Finalizing for the rate & Schedule for interviews.
- Collect sort and distribute mails.
- Have Worked on 80 different candidate profiles on C2C with the skills Like Java Full
- Worked on Java Developer, UI/Front End Developer, .NET Developer, Data Analyst/ Scientist/Engineer, Business Analyst, QA, Analyst/Tester/ Automation, VMWARE Engineer.

Education Qualification

- ✓ Master of Business Administration-Satavahana University , 2021
- ✓ Bachelor of Commerce - TSWRDC(W) Karimnagar. 2019