# **CURRICULUM-VITAE**

**RUPAL SHENDE** 

H.No- AX-299,

Raj Harsh

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Colony,

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Near Sasta Bhandar, Kolar Road, Bhopal Madhya Pradesh

### **OBJECTIVE**

To secure a creative and challenging position with professionally managed group. A position, which will utilize my practical and theoretical experience, planning and provide an opportunity for professional and personal growth.

### ACADEMIC QUALIFICATION

- MBA from R.K.D.F University Bhopal. (Pursuing)
- B.Com from Sarojini Naidu Govt Girls P.G (Auto) College Bhopal.

### PROFESSIONAL QUALIFICATION

Basic Knowledge of Computer Application.

### **COURSE CONTENTS** Computer Concepts:

- Ms-Office
- Internet

### **WORKING EXPOSURE**

 VLink India Pvt. Ltd. (Gurugram) **IT Resource Specialist** 

08/2023 - Present

• As a bench sales recruiter was involved in selling the bench consultants, including search in, 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.
- 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 dated of the bench consultants.
- Maintain daily & weekly status lists of all activities through MS Excel.
- Setup interviews and closed candidates for various positions.
- Process candidates from initial contact through entire interview/placement process which includescheduling and fellow 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 relation with them.

# Vizva Consultancy Services (Gurugram) Senior Bench Sales Recruiter

05/2022 - 08/2023

- Collaborate with sales team to understand position requirements.
- Manage candidate interview schedules with company HR.
- Maintain social media and professional networks for candidate engagement.
- Develop and maintain candidate database for current and future hires.
- Utilize Linkedin and other platforms for candidate sourcing.
- Track sourcing efforts and analyze data to influence sourcing strategies.
- Conduct market research to identify new talent pools.
- Build relationships with passive candidates and screen prospective talent.

#### STRENGTHS:-

- Attentive & Quick Learner
- Hard Working & Committed to work
- Punctuality

## **HOBBIES**

- · Creative Writing, Reading
- Travelling
- Painting

## **PERSONAL PROFILE**

Father's Name : Mr. Liladhar Shende Date of Birth : 24<sup>th</sup> June, 1997

Marital Status : Unmarried

Language Known : Hindi, English &

Marathi

### Declaration:-

I do hereby declare that all the above information's are true to the best of my knowledge & belief.

Data	
Date	

Place: (RUPAL SHENDE)