

# Salma Mohammed

Senior US IT Bench Sales recruiter

Email: [salma12082000@gmail.com](mailto:salma12082000@gmail.com)

Phone: +91 7702342182

Address: Visakhapatnam, India

LinkedIn: <https://www.linkedin.com/in/salma-mohammed-845b80211/>

## Summary:

- Over 3+ years of experience as a Bench Sales recruiter (US-Staffing).
- Involved in Full Life Cycle in Recruitment like Sourcing, Identifying, Interviewing, Screening, Formatting and placing candidates around time to contract and contract-to-hire positions throughout the United States.
- Expert in marketing of bench consultants on H1B, OPT, GC, USC and EAD visas.
- Extensively worked on different Job sites such as Dice, Monster, indeed, ZipRecruiter, Bench info, googlejhotjobs.com etc., to submit consultants profiles.
- Strong Computer skills and Proficient in MS-Office (MS-Word, Excel, PowerPoint and Outlook).
- Establish and maintain a good relationship with the employees, vendors and the Clients.
- Strong interpersonal and communication skills.
- Excellent organizational, multi-tasking and coordination skills

## Skills:

- MS Office
- Efficient working with Job boards
- Scheduling interviews
- Good communication skills
- Time efficient and a quick learner

## Employment History:

**Intellibee Inc.**

**May 2021 - Present**

**Senior Bench Sales recruiter**

**Detroit, M(Remote)**

- Actively involved in marketing of consultants on bench to the preferred vendors.
- Sourcing and identifying the requirements from top vendors to place consultants.
- Responsible for full cycle of end-to-end recruitment.
- Searching the requirements for the allotted bench consultants from portals, groups and with contacts.
- Sharing the requirements with the consultants for his/her comfort ability to submit the resume to the recruiter.
- Arranged interview calls for consultants and gave my best to place them on projects as early as possible.
- Maintained good relationship with prime vendors to get future requirements.
- Posting their resumes and applying jobs for consultants with different technologies on different Job boards.
- Updating skills in resume of the consultant according to the Job market.
- Coordinating and communicating regularly with the consultants to maintain a good relationship.
- Negotiating rates and submitting consultants to different vendors based on their skill set and following up with the submission and interview process.
- Following up with the vendors on interview updates and on boarding process of the consultants.
- Keep track of submissions on Salesforce ATS for quick reference/review. • Maintain Databases of vendors and good relationship with them.
- Collaborated with HR team to streamline onboarding processes, ensuring a smooth transition for new hires into the organization.

### **Scheduling Interviews:**

- Proficient in scheduling interviews for candidates for internal client requirements.
- Co-ordinating with the candidates and the interviewers to schedule internal screening interviews according to their preferred time.
- Following up with the interviewers for the feedback.

### **Education:**

Course/ Degree	School/ University	Grade/ Score	Year
----------------	--------------------	--------------	------

BSc Computer Science	News Degree College	8.4 CGPA	2020
Intermediate	Sri Chaitanya Jr. College	95%	2017
SSC	Marvel School	9.5 CGPA	2015