

SUJAY S. BANE

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A passionate recruitment professional with 5 years of experience and 5 years in customer service and sales. Eager to explore a challenging and rewarding position that offers diverse job responsibilities and the opportunity for advancement.

To learn and grow in a progressive and growing entity that can take advantage of my skills and experience which implement practically through smart work, determination and dedication to achieve organizational and personal goals.

Specialties: Strategic Recruitment's, Middle to senior level mandates and Client Relationship Management.

Professional Summary –

Professional with more than 6 years' experience in industries like BPO, KPO, medical research, IT, telecommunication etc. Well versed in Client study, Mapping, Recruiting, Head Hunting, Sourcing, Screening, Training and Managing Staff, Maintaining healthy Relationship with Colleagues, Meetings with the client. Establishing and monitoring productivity goals. Leadership skills, result oriented work with good interpersonal and communication skills.

Experience –

- Company: Lester Info Services
Designation: **Sales Executive**
Duration: 2 years. (2009 – 2011)
- Company: **Firstsource Pvt. Ltd.**
Designation: CSR & TSR
Duration: 18 months. (2011-2013)
- Company: **Respondez**
Designation: **Sales Executive**
Duration: 2 Years (2013 – 2015)
- Company: **Selections**
Designation: **Team Leader**
Duration: 4 years (2015 – 2019)

- Company: **Jaro Education**
Designation: **Team Leader**
Duration: (2019 – 2020)
- Company: **Harjai Computers Pvt. Ltd**
Designation: **Assistant manager**
Duration: (2020 – 2021)
- Company: **Sporjo**
Designation: **Manager**
Duration: (1 month)

Role & responsibilities –

- **360° recruitments consultant**
- Screening & Sourcing of candidates through Portals, Social Networking sites, References, Headhunting, Mapping etc.
- Evaluating candidates, conducting telephonic interview based on BEI, domain, technical & personal at times.
- Maintaining Client relationship, assuring & delivering best services to clients.
- Proficiency in handling multiple clients, setting the right expectations, managing the expectations and interacting directly with most of them.
- Verifying the quality standards of prospective candidates for the requirement from clients shared by my colleagues and team members.
- Emphasis on the FTR (First Time Right) & adherence of TAT (Turn Around Time)
- Maintain good relations with other Team Leaders and take collaborative actions

- Handled internal Hiring starting from screening the suitable candidates to the offer and negotiations following the interview of the candidate.
- Handle induction for the new joining in Team Selections under our industry specific unit.
- Maintaining DATA of self and the team and updating it for improving quality of the Daily, Weekly, Monthly and Quarterly Reviews in line with the Targets & KRA's.
- Ability to drive results from the colleague and self as per the urgency from clients and thrive to meet their expectations.
- Worked in IT hiring profiles such as DWH, PHP Developer, Data Scientist (AI/ML),Java Developer, Front End & Backend Developer, Project manager (IT), DWH Lead, Full Stack Developer, RTG Developer, Web Developer and DevOps.
- Worked with the team of 15 IT recruiters and was singular point of contact for client.

Clients catered till date – HCL, Birla Soft, eClerx, Quinnox, TechM, Capita India Pvt. Ltd, Wipro, Sutherland, Convergys, Intel net Global Services, Gebbs Healthcare Ltd, Teleperformance, WNS, Sterling, Reliance, Cognizant, Concentrix, Radius and Marsh & McLennan company formerly known as JLT.

Educational Qualification

2007	HSC(CBSE)	Raigad Military School	Raigad
2005	CBSE	Raigad Military School	Raigad

Co – curricular activities –

1. Played Soccer for Maharashtra under 19 team.
2. Gold Medalist in NCC camp in Republic day parade.
3. Awarded as “Best Athlete” in School as well as College.

Personal Details –

- **Date of Birth** – 19th August 1988
- **Sex** – Male
- **Marital Status** – Single
- **Languages Known** – English, Hindi & Marathi
- **Hobbies** –Playing Football, Online Games and Reading Manga
- **Address** – Bane house, Sainath Nagar, Majiwada Service road,Thane (W) – 400601

Declaration –

I hereby declare that all the statement made of this application are true, complete & correct to the best of my knowledge and belief.

Date -

Sujay S. Bane