SURENDRA BABU POPURI

Sr. US IT BENCH SALE RECRUITER

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**PROFESSIONAL SUMMARY**

* Over 2+ year of experience as a US IT Bench Sales Recruiter and Junior Trainee Engineer (CAT5 Cabling), with strong expertise in the full bench sales lifecycle including sourcing, screening, and placing candidates on C2C & W2 roles. Proficient in using job portals like Dice, Outlook, Bench Info, Tech Fetch, and LinkedIn for candidate sourcing and client engagement. Experienced in training freshers, managing bench candidates, negotiating contract terms, and maintaining strong client relationships. Familiar with HR backend tasks such as recruiting internal staff, conducting meetings, and monitoring team performance. Additionally skilled in installing and testing CAT5/CAT5e cabling, resolving network issues, and collaborating with IT teams to support infrastructure needs, while ensuring compliance with safety standards.

**PROFESSIONAL SKILLS**

* **Website designer.**
* **Good written and verbal communication skills.**
* **Resume writer & editor using AI tools with reference to application tracking system (ATS).**
* **Having knowledge on creating company linkedin pages and maintaining them.**
* **Good rapport with vendors.**
* **Allrounder knowledge about C2C, W2, & OPT.**

 **PROFESSIONAL EXPERIENCE:**

**Company name: VM IT HUB Experience: Feb 2024 - present**

**Role: TEAM LEAD (Bench sale recruiter)**

 **ROLES AND RESPONSIBILITIES**

* Created and managed the company’s **LinkedIn page**, regularly posting updates, job openings, and engaging content to boost online presence and brand visibility.
* Designed and developed the **company website**, including writing and managing content to effectively represent services and attract clients and candidates.
* Worked as a **US IT Bench Sales Recruiter** on a **C2C basis**, with strong expertise in the **full life cycle** of bench sales recruiting—from sourcing to placement.
* Experienced in **candidate sourcing and screening**, identifying potential IT consultants on the bench, reviewing resumes, and using multiple sourcing methods to find qualified candidates.
* Proactively sourced IT candidates through various platforms and professional networks, ensuring a steady pipeline of available consultants.
* Managed **document collection and verification**, including visas, driver’s licenses, and resumes, to ensure candidate readiness and compliance.
* Effectively marketed IT consultants to clients, highlighted their skills, and negotiated terms for placements.
* Conducted **preliminary screenings and interviews** to assess candidates’ technical and communication skills

**PROFESSIONAL EXPERIENCE:**

**Company: Code Works It LLC**  **Experience: Dec 2023 – Feb 2024**

**Role: Sr. Bench Sale Recruiter**

**ROLES AND RESPONSIBILITIES**

* Worked as a **US IT Bench Sales Recruiter (C2C)** with strong expertise in the **complete bench sales lifecycle**, including sourcing, screening, marketing, and placement of IT consultants.
* Proficient in **identifying and sourcing IT candidates** on the bench through various job boards and professional networks; reviewed resumes and assessed technical fit for active requirements.
* Managed **end-to-end candidate documentation**, verifying resumes, work authorization (visas), and identification (e.g., driver’s licenses) to ensure compliance and onboarding readiness.
* Effectively **marketed bench consultants** to clients by highlighting their skills, coordinating interviews, and negotiating contract terms to close deals.
* Conducted initial **candidate screenings and interviews** to evaluate qualifications, communication skills, and cultural fit

**PROFESSIONAL EXPERIENCE:**

Company: LORSIV TECHNOLOGIES INC. Experience: June 2023 to Dec 2023

Role: BENCH SALE RECRUITER.

**ROLES AND RESPONSIBILITIES**

* Worked as a **US IT Bench Sales Recruiter (C2C)** with strong knowledge of the **full recruitment lifecycle**.
* Proficient in **sourcing, screening, and placing** IT consultants using job portals like **Dice, Tech Fetch, Bench Info, Outlook**, and **LinkedIn**.
* Managed **bench candidates**, tracked availability, visa status, and marketed them to clients.
* Created and managed **LinkedIn company pages** and contributed content for the **company website**.
* Handled **document collection and compliance**, verifying visas, IDs, and resumes.
* Experienced in **HR support**, including recruiting internal staff, monitoring performance, and conducting meetings.
* Maintained strong **client relationships**, coordinated interviews, and negotiated contract terms.
* Assisted candidates with **interview preparation** and provided feedback for improvement.
* Generated **reports on performance metrics**, submissions, interviews, and placements.
* Engaged in **market research** and adapted strategies based on IT staffing trends.
* Maintained accurate **candidate databases** and ensured up-to-date records.
* Demonstrated commitment to **continuous learning** and process optimization

PROFESSIONAL EXPERIENCE:

**Company: SURYA TECH SOLUTIONS Experience: Feb 2023 to May 2023**

**Role: Junior trainee, CAT5 MEMBER**

**ROLES AND RESPONSIBILITIES**

* Installed and labeled **CAT5/CAT5e cables** using standardized color codes for easy identification.
* Conducted **cable testing and certification** using network analyzers and cable testers.
* Installed and configured **CX boxes**, ensuring proper connectivity with network infrastructure.
* Assisted in **fiber optic cable installation**, including splicing and **OTDR testing**.
* Documented all installation activities, including cable runs, terminations, and test results.
* Maintained inventory of **labeling and installation materials**; ensured proper organization of cabling.
* Followed **safety protocols**, used PPE, and participated in safety inspections and training.
* Collaborated with CAT5 and fiber teams to coordinate cable runs and hardware integration.
* Performed **troubleshooting** for cable faults, signal issues, and connectivity problems.
* Supported senior engineers with **network infrastructure setup**, cable management, and equipment maintenance

**EDUCATIONAL DETAILS**

* Completed B.Tech at R.V.R&J.C college of engineering in the stream of ELECTRICAL AND ELECTRONICS ENGINEERING(EEE) in the year 2023, Chowdavaram Gunutr.7.00 CGPA
* Completed Intermediate (10+2) at SRI CHAITANYA JUNIOR COLLEGE in the stream of MPC in the year 2019, Guntur. 9.28 GPA
* Completed 10th at B.V.R.Z.P.H. S in 2017.Prathipadu. Guntur. 9.3 GPA.

**HOBBIES AND INTRESTS**

* Playing cricket, volley ball and android games
* Browsing internet.
* Learning new things to update myself.

**DECLARATION**

I hear by declare that the above information is true to the best of my knowledge.

 P. SURENDRA BABU