

LIBY FLORENCE

SALES MANAGER

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- Achieving growth and hitting sales targets by successfully managing the sales team
- Designing and implementing a strategic sales plan that expands company's customer base and ensure it's strong presence
- Managing recruiting, objectives setting, coaching and performance monitoring of sales representatives

EXPERIENCE

EDSMART GLOBAL SCHOOL

HR/ADMINISTRATION

10/21- Present

Responsible for Parent interaction with all kinds of queries and admission counselling, transport incharge and maids supervisor, recruiting teachers.

KLAY PREP SCHOOL AND DAYCARE

ASSISTANT TEACHER/ADMINISTRATION

06/18- 05/19

Responsible for helping head teacher into making activities, helping children in class works. Managing front desk with parent queries and fees collection.

VAISHNAOI HONDA

01/21 – 10/21

SALES MANAGER

Responsible for meeting the sales targets.
Sets the targets for the sales executives and other sales representatives.
Devises strategies and techniques necessary for achieving the sales targets.
Sourcing the profiles and submitting them as per the given requirement.
Map customers, generate leads to organization.
Maintaining and improving relationships with customers.

Responsible for full life cycle recruitment process, understanding the requirement, sourcing the right candidate, technical interviews, negotiations, closing the deal and maintaining the relationship with clients and consultants.

Managed high volume of clients and viable candidates.

Placed high-end technical professionals in the area of Information Technology Industry in contract and full-time positions.
Source the perfect resumes according to the client requirement from job sites like monster, dice, hot jobs, career builder, and local database.

Review resumes, interview candidates by phone, Email the job description, checking his/her Communication and Technical skills set up technical screens, conduct reference checks and negotiate salaries.

Submitting the candidate to the client with contact details, availability, % if travel, visa status, rate, years of experience, grading the technical skills.

Follow up the progress of submission and update it to the consultants.

AROHA TECHNOLOGIES HYDERABAD

US IT Recruiter

12/2014-06/2015

Responsible for marketing the bench consultants. Sending the consultants hotlist to Vendors.
Updating the resume of consultants daily in Job Portals. Worked on various vendor requirements on Corp to Corp.
Sourcing the profiles and submitting them as per the given requirement. Scheduling the interviews and follow up with them.

ADAM INFORMATION TECHNOLOGIES HYDERABAD

US IT Recruiter
01/2015 – 03/2016

Maintaining a pipeline of available candidates.

CANOPY ONE, INC

IT Recruiter (Sales)

09/2013-12/2014

Responsible for marketing the bench consultants. Sending the consultants hotlist to Vendors.
Updating the resume of consultants daily in Job Portals. Worked on various vendor requirements on Corp to Corp.
Sourcing the profiles and submitting them as per the given requirement. Scheduling the interviews and follow up with them.
Maintaining a pipeline of available candidates.

EDUCATION

JNTU UNIVERSITY HYDERABAD

2005-2009



B.Tech from JNTU University Hyderabad 2009.

SKILLS

Operating System: Windows 2000, Ms Dos

Packages: Word, Power Point, Excel, Microsoft Outlook, Outlook Express Good Communication skills in English Hindi and Telugu

Confident and Positive with excellent Interpersonal Skills