Sumit Bhadra

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**Talent recruitment and acquisition professional** Having 4+ experience .Well-respected professional who blends strong recruitment experience with a background in sales and Business Management. Seeking a position as technical recruiter to utilize my skills and professional strengths in a renowned organization.

**Career Summary**

--End to end recruitment: Sourcing, Staffing, scoping, and on boarding candidates.  
--Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting, Team Handling, Reporting, Vendor Management, Sourcing, Interviewing, Campus Recruitment,  
--Client Handling, Executive Hiring, Contract Recruitment, Team Management.  
--Experienced in Volume/Mass Hiring and Niche Skill Hiring  
--Proficient in recruiting candidates from all levels

--Knowledge in full - cycle recruiting, sourcing and employment branding  
--Good experience of Campus Recruitment/ Off Campus Hiring.  
--Experience in IT and ITES Recruitment.

--Compatible in team environment and able to work well independently without supervision  
--Possess excellent communications and interpersonal skill

**PRE-PROFESSIONAL:-**

**EXPERIENCE**

Quess crop (freelance)

Bangalore

Lead Generation May 2020 till July 2020

* Business development, setting up new leads and partnerships.
* Understanding the customer requirements for the kind of product they need
* Improved relationships with clients to value with the sales process.
* Make outbound calls to business clients and build rapport in a professional mann
* development planning with identification of up-selling opportunities
* Worked on sales cycle from calling the leads to closing.

Devacre Solution

Chennai

**Talent Sourcing Consultant / IT recruitment**  **Dec** 2016 to April 2020

* Research, identify and qualify candidates for client’s open IT job positions.
* Finding active and passive candidates using proactive sourcing methods, high touch direct sourcing and networking to find top candidates for current and future openings. Uses cold calling, data base mining blogs, internet/web searches, LinkedIn, employee referrals to generate candidate leads.
* Extensively sourced candidates via the Job Boards, Web Search and Networking. Worked on all major job boards to assist the company in recruiting candidates, which included writing the job descriptions clearly and giving them an identification number, updating the postings and maintaining the job boards. Received all responses for processing and input into the system
* Detail-oriented and able to manage multiple tasks and deadlines
* Maintain positive working relationships with employees/consultants and all levels of management to successfully recruit through employee referrals.
* Executed sourcing via existing and emerging channels
* Build and maintain relationships between clients and candidates to ensure successful partnerships.
* Maintained and updating the RTS/CRM software
* Effectively recruited candidates through Internet research, internal database, referrals, and other strategies
* Adapted to rapidly changing priorities and managed multiple requirements simultaneously.
* Done recruitment for both International and domestic market
* Recruited for IT positions for INFOSYS and World Bank employer.
* Presenting fully screened qualified candidates to hiring managers in a timely manner
* Handled the tasks of screening, selecting and submitting candidates to job orders within a defined discipline.
* Flexibility and ability to adjust on the fly to new demands; sense of urgency
* Reporting to the Managing Director
* Multiple of time sourced on w2 candidates
* Specialized in building a relation with Tier-1  and convincing talk
* Get requirements from IT staffing companies within all the locations
* Computer proficiency in Microsoft Office (MSWORD,MS Outlook, MS EXCEL, MS POWERPOINT) other Search engines
* Responsible to understand and analyze the requirements in different domain categories.
* Expertise in using job portals like LinkedIn, Dice, Monster, Naukri Corp-Corp, tech fetch, etc.
* Responsible for recruiting and maintaining good relationship with existing candidates of the organization.
* Consistently met and exceeded our monthly sales goals.
* Maintaining the candidates’ database of various levels
* Excellent communication, business engagement, teamwork and problem solving skills

Galaxygroup/Bhadra

Kolkata Sep 2015 to Nov2016

Operations analyst

* + Support HR management
  + Working closely with cross-functional teams for improving internal processes
  + Provided customers with product and service information
  + Delivered employee orientation on boarding
  + Managed all relocation and immigration requests
  + The ability to interface with customer up to the C level

Personal Profile:

* Material Status: Single.
* Address : Kodihalli, Bangalore
* Languages Known: English, Hindi, Bengali and Tamil

EDUCATION:-

* HSC from – M.H.S (ICSE) 71%
* Intermediate (ISC) 68%
* Bachelor Degree Business Management Bharathiar University-70%
* Aviation courses from Galaxy Institute

I hereby declare that the above mentioned information is correct to the best of my knowledge and I bear the responsibility for the above mentioned particulars.

Sumit Bhadra