

**ShilpiShree Mallick**  
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**Bangalore**

Seeking a challenging position in the information technology industry where I wish to contribute to the success & growth of the organization by undertaking challenging assignments and delivering timely results by applying my knowledge & skills.

## **PROFESSIONAL SUMMARY**

- Total 4+ years of experience in recruitment and My core forte is into E-commerce and Product clients which is of 3+ yrs.
- Experience in Startup Hiring.
- Involved in complete end to end recruitment process.
- Experience in Leadership Hiring.
- Well understood about both IT and Non-IT industry and recruitment life cycle (RLC).
- Working with the Job Portals like Monster, Naukri and social Network sites like LinkedIn.
- Proficient in recruiting candidates from Junior Level to Senior Level.
- Recruited experienced professionals across diverse technologies.
- Good interpersonal skills, commitment, result-oriented and hardworking, zeal to learn new technologies and undertake challenging tasks.
- Co-originating with Vendors for the interviews.

## **EMPLOYMENT PROFILE**

Organization	Role	Duration
TE Infotech (ToppersEdge.Com India Pvt Ltd),Bangalore	Sr HR IT Recruiter (IT Recruitment)	June 2016 - till date
Fortune HR & IT Consultancy Services Pvt. Ltd,Bhubaneswar	HR Recruiter (Non IT Recruitment)	June 2013 - Feb 2015

### **Organization: TE InfoTech (ToppersEdge.Com India Pvt Ltd) June 2016 - till date**

TE InfoTech is a leading-edge, global IT service provider, through a comprehensive range of products and customized service offerings.

**Clients :** RBS,Tech Mahindra,Mindtree,Nutanix(US Based Product),Yodlee,EFI(Electronic For Imaging),Softcell Technology, Holiday IQ(E-Commerce),Housejoy(E-Commerce),Buyhatke(Ecommerce),XL Health,Logistimo India Pvt Ltd,HashedIn Technologies,Mygate(E-Commerce),Social Frontier, Innate Enterprises,AMG(E-Commerce),Netradyne,Instarem(E-commerce),Cura Tech Inc,YULU Bikes (E-Commerce),Cyware Labs etc.

### **Role: Sr HR IT Recruiter**

#### **Job Responsibilities:**

- Responsible for full recruitment life cycle, right from obtaining the job opening, researching and understanding the client requirement, determining the needs from Account Managers to facilitate recruitment activities.
- Posting and managing job ads utilizing different Job Boards and Posting Sites i.e. Naukri.Com, Monster.Com and LinkedIn.
- Proactively and creatively sourcing the candidate, pre-screening the resumes, organizing and scheduling technical interviews, follow up, qualifying and closing the hire and on-boarding for permanent positions.
- Pre-screening the candidate's to determine qualifications, interest and availability as well as depth of knowledge of relevant technology, work history, education and training.
- Also determine willingness to re-locate, desired salary rate, and personal qualifications against open requirements.
- While screening the suitable candidates for the job requirements used various job portals like Naukri, Monster and social network LinkedIn.
- Co-ordinating with Vendors for the interviews

### **Organization :Fortune HR & IT Consultancy Services Pvt. Ltd, Bhubaneswar**

Fortune HR & IT Consultancy Services Pvt. Ltd is a global one-stop company for all HR requirements - from Permanent Staffing, Tempary Staffing, Executive Search, HR Automation, Payroll Management / Appraisal, Training development and Outsourcing Solutions to Consulting Services .

**Clients** : Hindalco Industries,IOCL,Tata Main Hospital,Adani Group,Parekh Logistics,Vatech,HDFC Bank,HDFC Life Insurance,Royal Sundaram General Insurance,ICICI Prudential,Birla Sun Life Insurance,Bharti AXA,PNB life Insurance.TATA AIA Life Insurance

### **Role: HR Recruiter**

**Duration:June 2013 to Feb 2015**

### **Job Responsibilities:**

- Searching quality candidates through job portals, and direct contact from our own database and also through employee reference to identify individuals with leading-edge skills
- Sourcing through job portals, referrals, database, networking, and head hunting
- Matching and shortlisting relevant profiles
- Briefing the candidates about the organization and job opportunities
- Screening the candidates to check their technical credentials, project experience, communication skills, CTC, notice period, academic credentials and related details
- Forwarding the shortlisted candidates to the clients
- Scheduling interviews, coordinating with candidates during their client visit and next levels of interviews till closure of the hiring process
- Negotiating salary, relocation and related issues in coordination with the client
- Following up with the hired candidates post job offering to ensure offer to on board conversion
- Coordinating with the client and the candidate's queries and changes in date of joining as and when required
- Coordinating with client at the time of interview
- Taking necessary steps to solve the issues (Candidate's Salary, Offer Latter, Source Conflict and Joining)
- Maintaining a steady pipeline of active candidates and quickly providing to meet the client needs
- Maintaining and updating status of all ongoing position and preparing MIS reports on weekly and monthly basis

### **Technologies Worked:**

- C, C++,ASP.net,VB.net, C#.net , Winforms (WCF, WPF),My Sql, SQL/PS SQL, Mongo DB,Java. J2EE , Core java, J2EE, springs, Hibernate, Web services, SOAP, Restful,Oracle Fusion Technical,Oracle Fusion Functional,FP & A,SAP ABAP, SAP FICO, SAP ABAB.SAP PP,SAP SD,SAP BODS,PEGA

PRPC,,Solaris, Wintel, Unix/Linux, Cisco,Java Front end, back end,Full Stack,Mean Stack,AngularJS, NodeJS, Mobile technologies – iOS and Andoid and Devops,QA and testing tools, ERP tools, Big data, Hadoop, Ruby on Rails,Scrum etc.

## **ACADEMIC QUALIFICATIONS**

- MBA (HR & Marketing) from BPUT,Orissa (2011-13)
- Graduation (B.Sc) from Fakir Mohan University, Orissa 2011
- Intermediate from CHSE,Orissa, 2007
- X from BSE,Orissa 2005

## **INTERNSHIP**

Summer Internship on “Employee welfare Measures” in OPTCL

**Organization:** Odisha Power Transmission & Corporation Limited (OPTCL), Bhubaneswar

**Title:** A study on Employee Welfare Measures

**Duration:** 45 days

## **PERSONAL INFORMATION**

- **DOB** : 7th May 1990
- **Marital status** : Single
- **Nationality** : Indian
- **Linguistic Known** : English, Hindi,Odia

## **DECLARATION**

I hereby declare that all the information furnished above is true and correct to the best of my knowledge and belief.

Place: Bangalore

Date:

ShilpiShree Mallick