**ANKITA MUKHERJEE**

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**Objective:**

A Senior Recruitment Specialist with 5 years of experience and enhanced knowledge of various human resource functions, seeking opportunities in a multinational company for career growth within the human resources spectrum. Though I have already started my career in the global recruitment industry, my ordeal is not only to fit within the recruitment and staffing industry but also to gain experience and grow within the human resource industry in various other fields as well.

# Area of expertise:

* Full Life Cycle of Recruitment Process
* Report generation on daily basis on supply of profile & performance report.
* Client relationships
* Talent Acquisition and Management
* Optimize employee engagement and sustainability
* Supports the recruitment, development, mentorship of new employees through onboarding talent programs
* Usage of HR tool and Advanced Excel

# Educational Qualification:

* Online Certification on Performance Appraisal & Competency Mapping from Globsyn Business school 2020
* PGDHRM from St. Xavier’s College, Kolkata in the Year 2018
* Masters (Environmental Studies) from Rabindra Bharati University, Kolkata in the Year 2012.

# Achievements:

* Promoted as Team Lead in the span of 6 months in current organization.
* Closed many permanent and C2H positions in last few months
* Received the “Outshining Award for Best Performer” for September month.
* Participated in State (Bengal) swimming competition school level.
* Participated in various singing competitions.

# Professional Experience: TEKsystems India, Allegis Group Hyderabad.

**Recruitment Specialist - II (Jan-2020 to Present)**

**Duration:-**

**Job Profile:**

* End to end recruitment process for Allegis – India Region (Corporate Recruitment)
* Recruited for our clients in Bangalore, Hyderabad, Chennai, Pune, Mumbai and Gurgaon.
* Sourced for internal – TEKGS and for BFSI & Product clients - HSBC, JPMC, Wells Fargo, Optum, Deloitte, Dell, GAP to name few.
* Sourcing on a daily basis through different portals such as Naukri, Monster, LinkedIn and internal portal (BOND)
* Pre-screening applicants by reviewing resumes and conducting phone and in-person face to face interviews to access cultural and technical fit.
* Negotiating employment offers as directed and within company guidelines.
* Identifying client’s business needs and translating them into an agreed recruitment plan, aimed at the fulfilment of the needs within time, budget and quality constraints.
* Connecting with HRBP’s with regards to policy adhering, salary discussions, approvals and offer discussions.
* Consistent communication with the hiring managers internally and also in different locations in providing day to day updates (Stakeholder Management)
* Complete necessary pre-hire paperwork, submitting candidate documents for offer release.
* Managed the offer process for the selected candidate in line with both the agreed compensation & benefits level for the job with the necessary approvals from the managers.
* Maintaining consistent communication with the candidates throughout the offer process.
* Monitoring background investigation process up to the point of clearance, updating start dates accordingly.
* Initiating and monitoring pre-onboarding and onboarding process

# JoulestoWatts Business Solutions Pvt Ltd, Hyderabad.

**Senior Consultant-Talent Collaboration (Oct-18 to Dec-19)**

**Duration:- 1.2 years**

**Job Profile:**

* End to end hiring process from sourcing, recruitment, selection to on-boarding.
* Full Expertise in permanent and C2H staffing.
* Recruited on almost all spheres of IT skills for junior, senior, middle and higher management levels and niche requirements
* Use various methods of sourcing like Walk-in, Headhunting, Linked-In, Employee Referrals, Sourcing from various Job Portals & J2W offer letter Database.
* Develop, influence and execute sourcing strategy for passive and active candidates.
* Technically screen candidates for their technical skills as per the requirements.
* Follow-up with the candidates regarding acceptance of offer, joining dates and ensure the candidates join the organization.
* Provide compensation details to candidates, ensuring that offers to new employees are aligned

with the Company’s budget and compensation policy.

* Decide and handle the salary of the employees who got hired in agreement with the Client.
* Prepare offer letters and pre-employment documentation through J2W offer letter tool.
* Support the background clearance, pre-employment and communicate with candidates regarding status of their application.
* Provide monthly recruiting reports and other needed information to counterparts.

# Balaji Beauty Products, Kolkata.

**HR Coordinator (June-15 to Feb-17)**

**Duraton:- 1.7 years**

**Job Profile:**

* Managing complete Employee Life Cycle of the employee’s right from Joining and induction to exit

management.

* Payroll Management of the workforce
* Implementation of Reward and Recognition Schemes, Retention program.
* Employee engagement activities on a regular flow.
* Managing the financial activities of the company.
* Managing the Administration team as well as coordinating with vendors for different processes
* Knowledge of PF, ESI, Gratuity and Bonus.
* Formulation of various letters like offer letter, appointment letter, permanent employment letter, promotion letter, increment letter, etc.
* To make new joiners aware of the company business, its goals, etc.
* Creating the salary accounts for new staff.
* Maintaining employee’s attendance.
* Handling the leave application status of employees.
* Worked on onboarding and Exit formalities.
* Maintaining and updating employee’s personal information and documents.

# Amba Tirupati Zetetic Engg Pvt Ltd, Kolkata. Dy Manager(Admin) (Aug-12 to Mar-15)

# Duration:- 2.7 years

**Job Profile:**

* Managing the Administration team as well as coordinating with customers for different processes.
* Maintain and record petty cash, Petty cash vouchers, Utilities Bills, other bills
* Look after new employees onboarding and exit formalities.
* Maintain a list of permanent customers and if require find AMC of few services.
* Get the requirement of travel from respective Teams/Leads/Directors.
* Celebrating festivals, birthdays and successes.
* Managing the financial activities of the company.
* Formulation of various letters like offer letter, appointment letter, permanent employment letter, promotion letter, increment letter, etc.
* Maintaining employee’s attendance and leave application.
* Design and maintain file systems (both computer and physical) and ensures that these systems are up to date.

# Personal Vitae:

* + Nationality : Indian
  + Date of Birth : 24/01/1989
  + Marital status : Married
  + Languages Known : English(fluent), Hindi and Bengali(native)

# Declaration

I hereby certify that all the information provided above is true to the best of my knowledge.

# Place: Hyderabad

**Date:**

(**Ankita Mukherjee**)