

SUDIPTA MAZUMDER

TALENT ACQUISITION EXPERT

CONTACT

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Navi Mumbai, Maharashtra

Pune, Maharashtra

EDUCATION

2015 - 2019

FUTURE INSTITUTE OF TECHNOLOGY

GPA: 6.67

B.Tech Electrical
Engineering(EEE)

2020 - 2022

HERITAGE BUSINESS SCHOOL

GPA: 8.92

MBA(Human Resource)

SKILLS

Internal Recruitment

Recruitment Process HR

and Recruitment Naukri

Maestro Sourcing

Analytical Skills

Screening Relationship

Building

LANGUAGES

English (Fluent)

Hindi (Fluent)

Bengali (Fluent)

PROFILE

Dedicated Male Recruiter with experience in achieving tangible results and crossteam collaboration. Proactive and excited to partner with like inded individuals to achieve goals.

WORK EXPERIENCE

FABLE FINTECH PRIVATE LIMITED NOV 2023 - JULY 2024

Admin Executive

- Office operations and management
Budget analysis and cost reduction
- Event planning and logistics
- Document management and compliance
- Vendor relations and negotiations

YELLOW BOX HR SERVICES MAR 2023 - OCT 2023

EXECUTIVE RECRUITER

- Recruitment leadership end to end recruitment expert for middle to senior management positions.
- Managed full recuitment lifecycle: Sourcing, shorlisting, tracking, interviewing and onboarding
- Proficient in strategic screening, client handling, offer negotiations and closure.

2 COMM CONSULTING PVT LTD JUL 2022 - JAN 2023

TALENT ACQUISITION SPECIALIST

- Reviewed and received applications, managed interviews and shorlisted hiring managers.
- Facilitated contract negotiations, identified and sourced suitable candidates and monitored key recruitment metrics.
- Presented reports to management, supported hiring managers in recruiting experts for improved operational success.

VIRTUAL CUSTOMER SERVICE JUL 2019 - AUG 2020

AMAZON

- Dealt with clients, handled complaints and appropriated solutions
- Data input in internal database and management
- Attentive service and continued customer satisfaction