

Sudip Kumar Mandal

📍 Dhanbad

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Summary

I am Sudip Kumar Mandal, a graduate from Techno India University, possesses problem-solving and ownership skills that make me a valuable asset. With experience at reputable companies like TOYOTA, Byju's, and PAYTM in industries ranging from automotive to education technology and fintech. I am suitable for both freshers seeking a strong foundation and experienced professionals looking to enhance my skill set in the HR field.

Experience

Talent Acquisition (HR) • Paytm (May 2023 - Jul 2023) **Internship**

- Created and posted job requisitions.
- Screened and sourced applicants using Naukri, LinkedIn, Hirect, and Apna app.
- Developed and coordinated timely interview schedules for candidates and hiring leaders.
- Utilized internal email calendar technology for onsite and WebEx interviews.
- Managed interview requests and changes across multiple locations, line of business, and time zones.
- Modified schedule accordingly.
- Emailed candidate resumes and interview schedules to interview panelists and candidates.
- Collected interview feedback and filed accordingly.
- Ensured each candidate selected for interview completed their profile questions.
- Sent link to complete profile questions when necessary.
- Maintained candidate database and generated reports as needed.
- Audited offer templates for candidate profiles and requisitions.
- Managed offer management process.

Recruitment Associate (HR) • Byju's (Aug 2022 - May 2023)

- Successfully managed end-to-end recruitment process for Non-IT roles ensuring the right talent is onboarded.
- Identified hiring and replacement needs, creating recruitment plans and strategies.
- Utilized various job boards for sourcing, headhunting, and screening potential candidates.
- Collaborated closely with unit heads and delivery managers to understand business requirements and align recruitment efforts.
- Assisted the onboarding team in conducting background checks and other onboarding processes.
- Demonstrated expertise in volume/mass hiring, recruiting candidates from junior to senior levels.
- Conducted thorough screenings through telephonic, virtual, and initial face-to-face HR interviews.
- Took full ownership of the recruitment process, including sourcing, background checks, offers, and documentation.
- Organized and conducted weekend hiring drives, walk-ins, and personal interviews.
- Managed applicants from various channels, such as search engines, vendors, internal applicants, referrals, career site applicants, and social media.
- Effectively communicated requirements and pre-requisites to campus stakeholders.

- Successfully managed campus hiring, including number projection and forecasting for engineering, non-engineering, Tier 1 colleges, and B-schools.
- Built and maintained strong relationships with B-schools nationwide for campus recruitment.
- Managed external stakeholders, including Campus TPOs, students, sourcing partners, and vendors.

Talent Acquisition Executive (HR) • Toyota India (Aug 2021 - Jul 2022)

Work Experience:

- Expertly managed end-to-end recruitment activities, ensuring seamless hiring processes.
 - Utilized diverse job and employment portals to source highly qualified candidates.
 - Conducted comprehensive assessments of candidates' knowledge, soft skills, experience, and aptitude.
 - Skillfully handled and diligently followed up on subsequent interview stages.
 - Proactively built and maintained talent pools to cater to the company's current and future hiring requirements.
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Education

Bachelor of Business Administration - BBA • Techno India University, (Apr 2018 - Jul 2021) Kolkata

Human Resource • Grade: 7.85

Graduated with honors from Techno India University with a Bachelor's degree in BBA(H) showcasing exceptional dedication and academic prowess. Excelled in coursework, consistently earning top marks in challenging subjects. Demonstrated a strong commitment to personal growth and intellectual development, actively engaging in extracurricular activities and pursuing additional certifications. Collaborated effectively with peers on group projects.

Higher Secondary • St. Thomas High School, Dhanbad Apr 2017 - Mar 2018

PCM • Grade: 7.02

Secondary • Delhi Public School, Dhanbad Apr 2016 - Apr 2017

All Subjects • Grade: 7.44

Projects

Marketing and Manufacturing Idea of a new product launch (Nov 2021 - Dec 2021)

Techno India University, Kolkata

- Conducted a comprehensive study of the entire product manufacturing process, from inception to market launch.
- Analyzed and documented each step involved in the manufacturing process, ensuring accuracy and efficiency.
- Collaborated with cross-functional teams to identify areas for improvement and implement impactful changes.
- Developed a detailed project plan, outlining key objectives, milestones, and deadlines.
- Successfully executed the project, resulting in a streamlined manufacturing process and improved time-to-market.
- Conducted thorough market research to understand customer needs and preferences.
- Utilized market insights to optimize product features and enhance overall product appeal.

- Generated positive feedback from customers and stakeholders, indicating a successful launch and market acceptance.

Case study on Customer Loyalty of Amazon (Dec 2021 - Dec 2021)

Techno India University, Kolkata

- Conducted an in-depth analysis of customer loyalty within Amazon, examining the company's strategies and efforts to maintain trust and improve products and services.
 - Explored the extent of customer loyalty among Amazon's dedicated user base, investigating the factors influencing their continued support.
 - Assessed the effectiveness of Amazon's initiatives in attracting and retaining loyal customers, highlighting areas for improvement and potential growth opportunities.
 - Examined the correlation between customer satisfaction and loyalty, providing insights for enhancing customer experiences and fostering long-term loyalty.
 - Investigated the impact of Amazon's customer-centric approach on building trust and fostering strong relationships with customers.
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Achievements and Awards

Reward skit Show (Jul 2019)

Delhi Public School, Dhanbad

- Developed and produced a highly successful skit show, resulting in a sold-out performance and rave reviews from both audience members and critics.
- Directed a team of talented actors, guiding them to deliver outstanding performances and ensuring a seamless and engaging show.
- Created original and entertaining skits, incorporating innovative concepts and humor that resonated with a diverse audience.
- Collaborated with a production team to oversee all aspects of the show, including set design, costume selection, and sound and lighting arrangements, resulting in a visually stunning and immersive experience.
- Coordinated rehearsals and ensured efficient time management, fostering a collaborative and productive environment, which enhanced the performers' skills and overall cohesion of the show.
- Received overwhelmingly positive feedback from attendees, with many expressing their desire to attend future productions and recommending the show to friends and colleagues.

Reward in Volleyball Match (Apr 2017)

Delhi Public School, Dhanbad

- Led the volleyball team to a decisive victory by employing strategic planning and effective communication skills.
 - Achieved a remarkable win in a high-pressure match through strong teamwork, resilience, and adaptability.
 - Demonstrated exceptional leadership skills by motivating teammates and maintaining a positive and focused environment throughout the match.
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Skills

LEADERSHIP SKILLS, Time-management skills, Pressure handling, Communication & Presentation Skills