



Sneha Chakraborty

Contact No: +91-9674570273

E-mail: chakrabortysneha94@gmail.com

OBJECTIVE

- To be part of an organization that provides me ample opportunities to explore inherent capabilities and grow as a professional and also contribute to the company's success by being part of a dynamic and competitive team.

EXPERIENCE

A. "JR. Recruiter" in "Diksha Learning Services Pvt. Ltd." from 25th April 2022 and continuing.

Responsibilities Handled:

- Calling up job seekers and taking their information for the client companies.
- Scheduling interviews.
- Following up with the job seekers and with the placed candidates.
- Maintaining the information in google sheet.

B. "JR. HR EXECUTIVE cum Office Coordinator" in "SPEARHEAD Your Consulting Partner in HR & Education" from 29th July 2021 till 14th April 2022..

Responsibilities Handled:

- Execution of the recruitment process (including job posting, phone interviewing, job interviewing, regular communication with candidates)
- Administering job interviewing schedules for all job vacancies
- Managing posting of job vacancies in the Portals
- Monitoring the job market and preparing analysis and summaries of the main job market monuments
- Preparation of the monthly recruitment plan and the target for the next month
- Reporting the progress on assigned job vacancies on daily basis, communicating early warnings and providing the regular feedback about the performance of the recruitment process & problems related to recovery.

PERSONAL INFORMATION

Father	Purnendu Chakraborty
Sex	Female
Nationality	Indian
Date of birth	01/11/1994
Native Place	Kolkata, West Bengal
Marital Status	Unmarried
Hobby	Drawing, Painting, Watching dramas
Languages Known	Bengali, English, Hindi (speak)
Skill	MS Word, MS Excel, Powerpoint

ACADEMICS

Qualification	Year of Passing	School / College	Board / University	Marks
B.Sc (Bio)	2018	Vijaygarh Jyotish Ray College	Calcutta University	49.58%
Class XII	2013	Ananda Ashram Balika Vidyapith	West Bengal Council Of Higher Secondary Education	57.6%
Class X	2011	Garia Harimati Debi Uchhaya Balika Vidyalaya	West Bengal Board Of Secondary Education	66.875%

COMPETENCIES

Institute	Qualification	Year of Passing
Youth Computer Training Centre	Certificate in Information Technology Application	2014
British Society	Certificate in Advanced Conversational English	2018
Jadavpur University	Certificate Course in Chinese	2020

HR Spot	Strategic Diploma in Human Resource Management	2021
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PARTICIPATION

19th National Children's Science Congress 11'	Certificate of Appreciation
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Declaration:

I declare the details provided above are true to the best of my knowledge and belief.

Place: Kolkata, West Bengal

Date: 25-03-2023 Sneha Chakraborty