



Sushmita Dutta

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Work experience

E&Y GDS Bangalore

Jan 2023 — July 2023

Human Resource-Pre-joining Consultant

Pre-joining Consultant MENA (On contract-Hybrid Model)

Working as a member of MENA Pre-joining team. One among the four BIG-4 Firms in global accounting networks. Known for their services offered in the areas of audit, assurance, taxation, Management consulting, actuarial, corporate finance and legal services to their clients.

Supporting the MENA-Prejoining team by initiate the candidate pre-joining call. Explaining policies and procedures and deciding on earliest available day for joining.

Liaising with third-party vendor on document attestation, visa issuance , travel and hotel reservation.

Initiating immigration formalities for the candidate with the internal team.

Attending regular conference calls with third-party vendor, immigration and recruitment team for updates and challenges faced during hiring process.

Explain policies and procedure, respond to queries regarding company joining process- Sole point of contact for candidate until he/she joins the company.

Advising hiring managers and updating them on the delays and challenges faced during hiring process.

RR Donnelley India Outsource pvt Ltd

Jan 2011 — March 2015

Senior Research Analyst

Senior Research Analyst (Full-Time)

Working as a member of Investment Banking Client (confidential), Research Team, one of the finest Investment Banking Firms known for its services offered in the areas of Business Information Research, a market leader in Securities, asset management and Credit Services. Job responsibilities require deep dive search in an array of databases and other wealth of information as per the client requirement, also handling the workflow as a Global Workflow Manager.

Supporting Global Business Information Services(BIS) division by providing Profiles and synopsis for Pitch Books, Newsrn/tracking, Ownership/Inside Holdings Information, Pricing, Credit Ratings (includes Industry/ Company) and Reports, Management Bios, Product Overviews, Running the Templates in SDC- indentifying the results and reports thus obtained, Macro Economic Research, Country and Economic Information, Bloomberg-Screening, CapIQ, M&A Data, managing the incoming volumes of request by carefully assigning as per the available workforce.

Preparation of MIS, attending conference calls with the Client on Business information related Issues and design resolution strategies.

Daily Workflow Management and allocation/assignment of requests, meeting cost and time issue related goals on a real time basis.

Accolades

Received A+ is from British Council in advanced Business English

- ✓ Awarded Workflow of the 3rd quarter 2014 for effectively handling the inflow of volumes of work, and meeting client deadlines, by providing effective solution to clients in terms of deadline and turnaround time.
- ✓ Awarded the Shining Star of the Team for consecutively 2 Quarters for the Month of July 2011 and November 2011
- ✓ Awarded the Rising Star of the Team, for the effective Management and Allocation of Requests for the Q3 2012.
- ✓ Pioneer of a Pilot Project and received appreciation from the Client for understanding and providing a real time solution for the Requested information, cutting down on cost and time
- ✓ Became an independent researcher and send data directly to the Client and also part of handling Workflow in short span of time

Education

BSc Computer Science
St Edmunds College

June 2006 — July 2009

Master in Business Administration
Sathyabama Deemed University

Aug 2009 — May 2011

Interests

Traveling
Reading
Cooking good food
Observing people
Zest to learn

References

References available upon request.