

SHABANA KHANAM

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Objective:	I look forward to work in challenging environment where my management skills and continuous learning attitude lead to my participation in Organization's goal achievement and self development.
Present Work Experience:	<p><u>July 2010 to till date with Peoplemint Consultants Pvt. Ltd (A Fast Growing Human Resource Placement Organization Specializing in Middle and Senior Management Recruitment) as Recruitment Manager –BFSI/Non BFSI Practice for PAN India.</u></p> <p><u>Job Responsibilities:</u></p> <ul style="list-style-type: none">❖ Primarily my job is to understand the mandates of clients, screening the resumes according to job specification and maintain relationship with existing and new clients.❖ Recruitment Strategizing and Planning: Responsibility encompasses across working out the source, time-line, geographical location, target companies and hence formulation of detailed recruitment strategy for a given recruitment project / target. This also includes close monitoring on minimum time for fulfilment for numerous skill sets at various levels.❖ Client & Candidate Management/Key account management<ul style="list-style-type: none">• Designing search strategy and execution.• Interviewing candidates to evaluate their suitability and detailed assessment• Presenting the shortlisted candidates recommendation to the client• Possess a strategic mindset and deep understanding of executive talent and industry trends.• Front ending, meeting and building strong relationships with all clients. Initiate and actively increase networking for enlarging potential candidate network.• Developing annual & quarterly business plans.❖ Business Development- Networking & Forming Business Alliances<ul style="list-style-type: none">• Lead generation & partnering with potential clients, Mapping industry and assisting the Practice Head in acquiring new business for the practice.• Commercial negotiation as well as preparing detailed proposal for client.• Developed and worked on services such as Industry Mapping, Outplacement.❖ Reference Check: Conducting reference checks for potential hires.❖ Billing and Collection: Follow up with clients for timely billing and collections. <p><u>Major Clients handled</u></p> <p>Bandhan Bank, RBL Bank, Franklin Templeton, DSP Investment Managers, HDFC Asset Management, ICICI Asset Management, Reliance Nippon Asset Management, India Infoline Wealth Management, Kotak Asset Management, TATA AIG, Fullerton, and many more.</p> <p><u>Job Responsibilities:</u></p> <ul style="list-style-type: none">❖ Understanding the client's recruitment requirements.❖ Mapping client's manpower requirements, coordinating and ensuring the right candidates at the right job.❖ To handle Middle and senior level/search based assignment through Head hunting and industry mapping for various clients.

	<ul style="list-style-type: none"> ❖ Sourcing and screening the right candidates through various sources like Job Portals, references and job postings or through direct interaction with the candidates through references. ❖ To conduct Personal/Telephonic/Skype interviews, determining qualifications and presenting qualified candidates to account and hiring managers. ❖ Driving the candidate hiring process, scheduling follow up interviews with the client and maintaining candidates' interest throughout the process ❖ Follow up with the clients and candidate regularly to know the interview results/status. ❖ Client Interaction ❖ Client Visits for business development. ❖ Doing the reference check of the selected candidates. ❖ Follow up with the selected candidates till the date of joining. ❖ Taking onus to concluded various assignments individually. ❖ Compensation/Salary negotiation with candidates. ❖ Weekly & Monthly MIS reporting. ❖ Responsible for Raising Invoices and getting the payment from the client within the stipulated time period. <p><u>Major Clients handled:</u> Kamachi TMT SBQ Steel Tulsyan NEC West Coast Paper Mill Aditya Birla Textile MPA Financial Services Avanse Financial Services Motilal Oswal Financial Services Floral Hut</p> <p><u>Achievements:</u></p> <p><u>April 2010 - 2015 Peoplemint Consultants Pvt. Ltd. as Senior Consultant - Manufacturing & BFSI</u> <u>April 2015 - 2019 (April) Peoplemint Consultants Pvt. Ltd. as Team Leader- Manufacturing & BFSI</u> <u>May 2019 - Till date Peoplemint Consultants Pvt. Ltd. as Recruitment Manager- Manufacturing & BFSI</u></p>
Academic Qualification:	<ul style="list-style-type: none"> ❖ Commerce Graduate from Hari Mohan Ghosh College under Calcutta University, 2006 ❖ W.B.C.H.S.E. in the year, 2003 ❖ Madhyamik from Metropolitan Institution for Girls, 2000
Computer Literacy	<ul style="list-style-type: none"> ❖ Diploma in Computer Application.
Extra Curricular Activity:	<ul style="list-style-type: none"> ❖ Listening music, dancing & Watching Movies.

**Personal
Profile:**

Age: 33 yrs
Sex/Marital Status: Female/Unmarried
Languages Known: English, Hindi & Bengali

PLACE: Kolkata

Shabana Khanam
Signature