

**AMRITA SINHA**

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**Career Objective:**

Seeking a role in reputed industry to utilize my abilities for organizational success and thrive in a challenging, growth-focused environment.

**Skill sets:**

Recruitment Coordination, HRIS (Workday, iCIMS, Salesforce, Talentlink etc.) management, ATS management & implementation, HR Operation, Interview scheduling & coordination, Offer management, On-boarding of new hires etc.

**Core Competencies:**

Excellent Analytical and Communication Skills, Detail Orientation, Organised and an Excellent Planner, Multiple Geography Client Management and dealings, Adaptability, Team work.

**Working Experience:**

**Name of the organization:** Amazon Development Center India

**Position:** Human Resource Specialist (L3)

**Duration:** February 2023 to August 2023

**Role & Responsibility:**

- Employed at Amazon in PXT Global Transfer Services.
- Responsible for managing employee transfers within Europe and the Middle East.
- Evaluate employee profiles to match transfer criteria.
- Respond to employee inquiries and provide transfer-related information.
- Collaborate with recruiters, hiring managers, and HRBPs.
- Address questions about assessments, eligibility, salaries, and benefits.
- Collect personnel records from various departments.
- Review transfer offers using the iCIMS portal.
- Distribute, collect signatures, and finalize transfer offers.
- Oversee the acceptance/decline process of transfer offers.
- Train, monitor, and assist employees for enhanced team knowledge and productivity.
- Create reports and documents related to personnel activities.

**Name of the organization:** Capgemini India

**Position:** Process Lead - Talent Acquisition

**Duration:** May 2015 to February 2023

**Role & Responsibility:**

- Role within Global Talent Acquisition team, overseeing Recruitment Coordination & Operations.
- Managed HRIS (Workday, iCIMS, Salesforce, Talentlink, etc.) and ATS (Applicant Tracking System) operations and implementations.
- Handled interview coordination and scheduling, offer management, HR operations and new hire onboarding.
- Introduced process enhancements for office automation and increased employee productivity across Europe.
- Reviewed employee files to address inquiries and provide personnel-related information.
- Responded to queries about exams, eligibility, compensation, benefits, etc.
- Collected personnel records from different departments and employees.
- Evaluated job applications to identify, assess, and recommend suitable candidates.
- Kept job requirements and descriptions up to date for various positions.
- Posted job listings on platforms like Monster, Indeed, LinkedIn, and others.
- Monitored the hiring market and potential executive candidates.
- Collaborated with marketing to execute candidate recruiting initiatives like "Gradathon."
- Utilized passive sourcing techniques to identify high-quality candidates.
- Enhanced team knowledge and productivity with effective training, monitoring, & guidance on best practices and regulations.
- Compiled and generated reports and documents related to personnel activities

**Name of the organization:** G. S. Consultancy, Kolkata

**Position Title:** Executive – Admin & Recruitment

**Duration:** May 2013 to April 2015

**Role & Responsibilities:**

- Recruitment Process:
  - o Begins with obtaining requirements from functional verticals.
  - o Continues until the chosen candidate joins.
- Resume Sourcing:
  - o Search resumes based on requirements from sources like Naukri.com, Monster, etc.
  - o Align with business needs and provided Job Description.
  - o Obtain references from various sources.
  - o Shortlisting and Client Communication:

- Shortlist resumes based on preferences.
  - o Forward shortlisted resumes to the client.
  - o Arrange interviews for shortlisted candidates.
  - o Maintain contact with offered candidates until their joining.
- Coordination and Communication:
  - o Manage coordination between candidates and clients.
  - o Respond to online/offline candidate queries.
  - o Coordinate walk-ins/interviews across different locations.
- Database Management:
  - o Maintain an updated candidate database.
  - o Manage candidate resource pool for future needs

**Name of the organization:** Atis Kumar Basu (L.C.E)

**Position:** Executive Assistant

**Duration:** February 2010 to April 2013

**Role & Responsibility:**

- Generation and tracking of various MIS Reports on the basis of Customer Databases as provided and creating Reports thereon.
- Maintaining office calendar for smooth workflow of office systems.
- Responsible for the overall office administration.
- Ensuring updating of database.
- Maintaining bills, other documents of expenses and payments of the company.
- Assisting others & create and maintain reports on daily business activities.
- Keeping track and recoding both hard and soft copies for the properties of drawings.
- Maintaining boss's Computers, mails etc... Arranging presentations, organizing meetings with clients, Travel arrangements, Receiving and sending emails.

**Educational Qualification:**

Bachelor of Science (Hons) - (2006-2009) from University of Calcutta with 2nd Division (53.6%)

Higher Secondary (12th) Science from W.B.H.S.E. with 1st Division (64.8%)

**Certification:**

Human Resources Management, Human Resources Analytics, Managing Employee Compensation, Talent Sourcing & Management, ChatGPT for HRM

**Hobby:** Participation in Drama, Dance, Musical Programme. Participated in various debates and quizzes.

**Personal Details:**

Father's Name: Lt. Gopinath Sinha

Marital Status: Single

Nationality: Indian

Language: English, Bengali, Hindi

Date of Birth: 30<sup>th</sup> March 1988

Permanent Address: 210/2A/1 B.T. ROAD, KOLKATA- 700036