**Baisakhi Chattaraj**

**Senior HR Recruiter (IT / NON IT)**

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Summary

●  7 years of experience in Recruitment.

●  Well versed in Domestic IT recruitment.

●  Good experience in Recruitment activities, employee relationship & coordinating with Lead.

●  Experience in handling multiple skill sets.

●  Ability to work in a multi-tasking environment handling multiple assignments at a time.

●  Exposed to recruitment tools like Jobsites & Databases.

●  Experience in niche hiring with tactical expertise in managing end to end recruitment.

●  Involved in End-to-End Recruitment.

●  Experience in Managing, Tracking Effort, Team Sizing based on Effort & Status Reporting.

●  Creative and innovative troubleshooting abilities.

Skill Set:

HR Recruitment , Resume Screening in Naukri, LinkedIn, Monster, & Short listing, Scheduling interview, maintaining interview Data.

Technologies worked:

Java full stack,,.net, Oracle HCM, Fusion, angular Js, Linux, Unix, , CRM,SAP SD,MM, , Node JS, , Bigdata, , C++,, AWS, Dev Ops,DB2,Mainframe,sales force, java developer, Python Developer, Full Stack, Angular, AI, Data Science, Backend and Frontend Developer.

Client Names

Schneider Electric , Pentair, Cargill, Nestle, Amazon, Mosaic , Power School , Teachmint , Rupa, IBM, Capgemini, Byjus, Emami , RK Software, AWS, Garrett , Exicom, Bakeri Group, Photon and many more

Recruiting Tools

Naukri, LinkedIn, Monster, Times job

Education

MBA (Human Resource Management)-2009

BITM, Santiniketan under WBUT

Bachelor of Science: Information Technology - 2007

University Of Burdwan

Experience

Search Advisers Services ( GUJ ) Pvt. Ltd, Gujarat

HR RECRUITER (IT / NON IT) - 12/2021-Present

* Source, attract, and recruit talents
* Hiring Leadership Role for different client.
* Having client handling experience
* Analyze and interpret current recruitment trends to best tailor search approach
* Advertise job postings within appropriate forums to attract top notch candidate pools
* Proactively source, engage, prescreen, interview, schedule and assess candidates
* Manage candidate experience to ensure positive candidate outcomes
* Detailed analysis of the JD – to understand the client's requirement thoroughly.
* Identifying best sources for optimal resource acquisition, which includes job portals, walk-ins, referral chains, employee referrals, LinkedIn and databases.
* Handling all levels of Recruitment- Entry Level, Middle Level;
* Scheduling the interview
* Following up with candidates on joining dates and convincing them if they have any issues such as Compensation review, relocation, etc.

2Coms Consulting Pvt Ltd, Kolkata

Recruiter - 04/2015 to 11/2021

* Source applicants through online channels, such as Times Job, Naukri and other professional networks
* Create job descriptions and interview questions that reflect the requirements for each position
* Identify and refine down the most suitable talent from available candidates
* Plan interview and selection procedures, including screening calls, assessments, and in-person interviews – if possible
* Assess candidates’ information, including C.Vs., portfolios and references
* A keen understanding of the requirements for each role in the company
* Proficiency in documenting processes and keeping up with industry trends
* Effectively multi-task, prioritize and achieve objectives by set timelines.
* Good computer operation skill
* Excellent organizational skills/detail oriented
* Excellent communication skills and ability to deal with all levels of employees
* Other duties as assigned

Languages

Bengali

English

Hindi