**SASMITA BEHERA**

**Phone No.: +91- 7504344227**

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**Professional Summary:**

* A professional with experience in client handling, team handling including End to End Recruitment cycle, Negotiation skills, Employee Life cycle Management.
* Overall 5+years of experience in the IT recruitment industry, gaining experience in variety of levels with IT Product Based and IT Software Service Organization.
* Competent in handling complete Recruitment activity, which includes different recruitment models: Portals, Employee Referral, Social Networking sites, External Vendors, Walk-Ins, Bulk Hiring etc.
* Adept at Permanent and Contract staffing.
* Ability to work effectively with all levels of associates and Management while maintaining a high level of confidentiality.
* Looking for a position which provides me a platform to continuously learn, implement and improvise my skills and gain experience thereby contributing to the growth of the organization and grow with it.

**Professional Experience:**

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| --- | --- | --- | --- |
| **Company Name** | **Designation** | **Location** | **Duration** |
| NR Consulting | Lead- Talent Acquisition | Delhi | June 2021 – Sep 2023 |
| RiDiK (a Subsidiary of CLPS. NASDAQ: CLPS) | IT Recruiter | Bhubaneswar | Nov 2019 – Nov 2020 |
| Trysol Global Service Pvt Ltd. | Talent Acquisition Analyst | Bangalore | Aug 2017 – Aug 2019 |

**Company : NR Consulting**

**Role : Lead- Talent Acquisition**

**Period : June 2021 – Sep 2023**

**Responsibilities:**

* Responsible for **client handling, team handling (of 7 members), and providing training with end to end recruitment**.
* Coordinate with the client for better understanding of the positions.
* Follow up with team to ensure coverage on all open requirements.
* Re- Screening the profiles shared by the team.
* Provide inputs to recruitment team based on client’s actions on submitted profiles.
* Tracking candidates Interviews, Offers, and post placement.
* Ensure the timely and successful delivery of solutions according to client’s needs.
* Assist with challenging client requests, issues or escalations as needed.
* Update candidate and job information in to ATS.
* Negotiate between clients and candidates to secure mutually satisfactory salary/compensation packages along with benefits if necessary.
* Providing training to freshers and new joiners (include End to End recruitment, job portal, ATS, HRMs, Email Etiquette)

**Company : RiDiK** (a Subsidiary of **CLPS**. NASDAQ: CLPS)

**Role : IT Recruiter (international hiring)**

**Period : Nov 2019 –Nov 2020**

**Responsibilities:**

* Responsible for **client handling with end-to-end IT recruitment**.
* Hired for Singapore, Malaysia location
* Receiving requirements from Client
* Sourcing profiles from (Monster, Linked-In).
* Validating candidate eligibility for EP/S pass using SAT
* Submitting the screened profiles to the client
* Tracking candidates Interviews, Offers, and post placement.
* Submitting the documents to process Employment Pass
* **IT Skills hired:** Java Developer, Full Stack Developer, L1/L3 Network Engineer, DevOps Engineer, Web Application Security, Android Developer, Azure Cloud Consultant, Sr. Network Security Engineer, Sr. Oracle FMW Architect, GIS Developer, Windows Admin
* **Key Achievements:** Closed multilingual resources niche combination

**Company : Trysol Global Service Pvt Ltd.**

**Role : Talent Acquisition Analyst (Domestic hiring)**

**Period : Aug 2017 – Aug 2019**

**Responsibilities:**

* Handling **end-to-end IT & Non-IT recruitment**.
* Hiring for both Permanent and Contract positions.
* Receiving requirements from account Manager
* Sourcing the Candidates through Job Portal like Naukri, Monster & Linked-In also through Reference and Network.
* Screening the Candidate based upon the educational qualification, technical skills, Communication skill and experience.
* Coordinating in weekday and Weekend Drives / Walk-ins interview at client place.
* Searching resumes through internal databases, references and external entities like Boolean searches, Mass Mailing through job boards, Job Posting, Linked-In searches.
* Coordinating the interviews of candidates with the client.
* Tracking the Shortlisted Candidates for the Interview & offer until Joins the Organization.
* Negotiate between clients and candidates to secure mutually satisfactory salary/compensation packages along with benefits if necessary.
* **IT Skills hired:** SAP (QM, WM, PMCS, MM, SD, ABAP, PS, EDI, FICO, HR, Basis), SAP Project Manager, BDE, IT Sales executive, Java Developer, Java Full Stack Developer, Tester, Dot Net Developer, Python Developer, Windows Admin, Cloud Consultant
* **Key Achievements:** 7 times rewarded as **Star of the month** for achieving the target.

**Education Qualification:**

* **MBA (HR & Marketing)** from BPUT, USBM, Bhubaneswar, with **8.14 CGPA**- 2017
* **BBA** from UTKAL university, IEDO college, Bhubaneswar, with **71.46%**- 2015

**Personal Strength:**

Adaptability

Ability to deal with people

Positive Attitude

**Personal Details:**

* Date of Birth : 08th July 1994
* Nationality : Indian
* Languages Know : English, Hindi, Odia

**Declaration:**

I hereby declare that the above particulars furnished by me are true to the best of my knowledge.

Sasmita Behera

Signature

