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| Sangita Dutta 157/4,Mahendra Banerjee Road,Behala,Kolkata-700060 Sangita.bhattacharya86@gmail.com8583893524 |

## Human Resource with proven expertise in HR and Personnel Management/Administration, Policy and Procedure, Recruitment and Hiring practices, Training and Development, Work Flow management, Payroll – Salary and Performance Management, Statutory Compliance, Industrial Relations, Employee Relations and Negotiations, Team Handling, Labour Management, Employee Engagement and Grievance Handling, Managerial support.

## Total Experience & Relevant in Recruitment: 12+ years

**JOB EXPERIENCE**

**Present Company: Infocus Technologies Pvt Ltd. (CMMI L-3)**

**About Company:**

**(Providing SAP/ Cloud Solutions| Growth with You)**

(A **SAP Gold Partner, SAP S4 HANA Certified Organisation**

An **ISO 9001-2008 DNV certified company**. Our quality management vision is to consistently deliver high-quality solutions focused on improving customer satisfaction. It is our passion to be the preferred choice of our customers for ERP Consulting and Implementation, Recruitment, Staffing and Training services related to Information Technology sector.We are committed to comply with all requirements of our customers, in terms of service quality and project delivery. We are also committed for continual improvement of our service and delivery process and our Quality Management system as an ISO 9001:2008 certified company)

**Company Website:** https://www.**infocus-in.com**

**Designation: Senior HR Manager**

**Main Branch:Mintopark**

**Job Location: Saltlake, Kolkata**

**Client: PWC/IBM/Birla corp/Emami/Tatasteel/Jindal Stainless steel & many**

**Looking for: PWC Mainly**

**Handling a Team/Individual Recruiter**

**Since: 3rd August 2018-Till date**

**Responsibilities:**

Handling a team.Screening the candidates with **telephonic discussions** for their **communication skills, personality profile** and **attitude** for the assignment.

Screening **CVs** as per requirement (**IT skills)**.

Maintaining Database of software Professionals by **skill wise, Experience** levels.

**Understanding** the **requirements** andprovidingthe **best resource** as per their requirement which helps to establish satisfying business relationship.

Sourcing candidates at various levels like **Middle level** to **Senior level.**

1. End to End Recruitment, Sourcing/Client coordination, Joining and exit formalities, Induction training
2. Compliance – PF formalities
3. Employee Database Management & MIS
4. Biometric software, leave and attendance management
5. Payroll Management
6. Employee grievance handling
7. Various report preparation

**Previous Associations:**

**Company: Mec Infocomm**

**About Company:** (A **Placement Consultancy** deals with Contractual Staffing and permanent staffing hiring for Senior & Mid level Position)

**Designation: Lead Talent Acquisition Specialist**

**Job Location: Ruby, Kolkata**

**Client:Wipro**

**Since: 17th July 2017 to 30th June 2018**

**Responsibilities:**

**Generalist HR practices/**

1. Payroll: Handling complete payroll activity for 1500 employees
2. Compliance
3. MIS (HMIS) & Attendance Biometric Software (MATRIX / COSEC)

**HR Recruitment:**

* Independently handling **Entire Recruitment Life Cycle** from Sourcing, Screening, interviewing, Selection, Hiring, Negotiation, Post Offer Follow up.
* Experienced working for Contractual and **Permanent positions.**
* **Team Handling & Alloting Work to my team for Selection. Checking reports & directly reporting to Manager.**
* Screening the candidates with **telephonic discussions** for their **communication skills, personality profile** and **attitude** for the assignment.
* Screening **CVs** as per requirement (**IT skills)**.
* Maintaining Database of software Professionals by **skill wise, Experience** levels.
* **Understanding** the **requirements** andprovidingthe **best resource** as per their requirement which helps to establish satisfying business relationship.
* Sourcing candidates at various levels like **Middle level** to **higher level.**
* Establishing healthy rapport with candidates and maintaining and updating database of profiles
* Maintain a close rapport with all the candidates (Joiners’, dropouts)
* Internet and vendor recruiting and recruitment (**Naukri, Monster,** etc**).**
* Daily recruitment status report **or MIS reporting - Generate daily reports exhibiting number of technical rejects, number of rejects, Candidates on hold and number of offers generated, joining details**
* Responsible for managing **end to end** recruitment process
* Coordination between **Management and Client** for Pan India Location
* **Building a credible pipeline of prospective clients, understanding client needs, developing customized client proposals, deliver client presentations**.
* Target driven result oriented individual who is able to deliver within deadlines.
* Confident in a fast-paced, deadline-driven environment.
* **Achieved target**.

**Company: Stride Ahead (Formerly Known as Career Infotech)**

(A **Placement Consultancy** deals with permanent and bulk recruitment in Pan India basis)

**18th Oct 10 to 20th April 2017**

**Location: Jadavpur/Garia, West Bengal**

* **Company Profile:** Screening the candidates with **telephonic discussions** for their **communication skills, personality profile** and **attitude** for the assignment.
* Screening **CVs** as per requirement (Non-**IT skills/IT Skills)**.
* Maintaining Database of software Professionals by **skill wise, Experience** levels.
* **Understanding** the **requirements** andprovidingthe **best resource** as per their requirement which helps to establish satisfying business relationship.
* Sourcing candidates at various levels like **Middle level** to **Senior level.**

**Website:** www.Career Infotech.com

**EDUCATION/ CERTIFICATIONS**

**Academic:-**

Passed ICSE in the year 2004 & ISC in the year 2006.

Graduation from Chennai university(VMU) in **English Hons (2009-2012)**

**SAP HCM Training completed in the year 2019.**

**IT proficiency:-**

CITA Course from Youth Computer Training Centre(govt. registred)

Scholarship from NIIT

CONTACT DETAILS:

## NAME : - Sangita Dutta

# FATHER’S NAME : - Nepal Chandra Dutta

ADDRESS

(Present & Permanent) : - 157/4,Mahendra Banerjee Road,Nehala,Kolkata-700060

**PHONE NUMBER : -** 8583893524

**E-MAIL ADDRESS : - sangita.bhattacharya86@gmail.com**

**DATE OF BIRTH : -** 31st Oct 1986

**PLACE OF BIRTH : -** Kolkata

**SEX : -** Female

**OTHERS : -** Having a typing speed over 30 words p/min.

**LANGUAGES KNOWN : -** Bengali, Hindi and English.

**RELIGION : -** Hinduism**.**

**NATIONALITY : -** Indian**.**