

NAMRATA DEKA

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CAREER OBJECTIVE

Seeking a challenging role in a reputed learning organization where I can utilize and enhance my skills and gain further experience while contributing to the development & growth of the organization.

PERSONAL SUMMARY

An enthusiastic and self-motivated HR professional with almost 3 yrs of experience in the field of Recruitment. Specialized in MBA (HR) with a B.A. in Psychology & M.A. in Tourism Administration. Was a part of the APAC Experienced Hire Recruiting team (EHRT) as a Recruitment Co-ordinator for Goldman Sachs, a part of the sourcing team for Accenture and also worked as a Tour Operations Executive (Spanish Market) at “Indian Routes”, represented the organization at the Commonwealth Games, 2010 as a Tour Executive, Games Travel Office & was a part of an Incentive tour for Brazilian Tour Operators in 2009.

CAREER HISTORY		
Goldman Sachs, Bengaluru (Under payroll of Acculogix Software Solutions Pvt. Ltd., Bengaluru)	Staffing Specialist – Recruitment Co-ordinator	21 April, 2015 – 17 February, 2017
<u>Key Responsibilities</u>	<ul style="list-style-type: none"><input type="checkbox"/> Part of APAC Experienced Hire Recruiting Team of Goldman Sachs<input type="checkbox"/> Experience of interacting with Leadership level candidates, discussing their job description and facilitating the scheduling of their interviews<input type="checkbox"/> Collaborating with various stakeholders (candidates, sourcing team, recruiters, hiring managers etc) to ensure timely closure of interviews<input type="checkbox"/> Booking rooms in advance using the Room Booking Tool and also raising visitor requests for candidates in order to ensure smooth entry of the candidates into the office Building.<input type="checkbox"/> To ensure timely collection of interview feedback forms from the interviewers, maintaining record of all such interview feedbacks and ensure submission to hiring managers for further processing<input type="checkbox"/> To send out Compensation forms to the prospective candidates and then sending them out to the respective Recruiters for further processing<input type="checkbox"/> Good understanding of the profiles of APAC candidates, especially in the finance domain<input type="checkbox"/> To file and maintain a record of rejected candidates for future audits	

Accenture Services Pvt. Ltd., Bengaluru (Third Party Payroll – Adecco India Pvt. Ltd, Bengaluru)	Sourcing Expert	13 August, 2013 - 13 June, 2014
<u>Key Responsibilities</u>		<ul style="list-style-type: none"> <input type="checkbox"/> Sourcing, screening & shortlisting the right kind of profile against the given requirement from various sources like job portals & social networking sites. <input type="checkbox"/> Posting & advertising jobs on various job portals. <input type="checkbox"/> Understanding the required skill sets & identifying prospective candidates for different requirements of the company for locations like Bangalore, Chennai, Noida & Mumbai. <input type="checkbox"/> Conducting preliminary screening via telephonic as well as face to face interview. <input type="checkbox"/> Handling entry level & lateral hiring for BPO recruitment. <input type="checkbox"/> Scheduling personal interviews for the candidates and coordinating on the same. <input type="checkbox"/> Following up with the candidates right from screening till onboarding. <input type="checkbox"/> Maintaining a pipeline of prospective candidates for future recruitment.
Indian Routes (Inbound Travel Organization), New Delhi	Tour Executive – Operations (Spanish Market)	01 May, 2009 – 31 October, 2010
<u>Key Responsibilities</u>		<ul style="list-style-type: none"> <input type="checkbox"/> Taking note of the requirements of the customers & providing them with customized itineraries as per their needs. <input type="checkbox"/> Providing customers with pre-prepared packages. <input type="checkbox"/> Responsible for the entire tour operations right from booking hotels, arranging transportation, meeting the clients on arrival & then following up with the clients at the time of their departure. <input type="checkbox"/> Co-ordinating with the drivers, guides, local travel agents & airport representatives in order to ensure smooth operations. <input type="checkbox"/> Following up with the airlines on account of loss of baggage.

INTERNSHIP (MBA – HR)	
Aircel Business Solutions (Bengaluru) – 9 April, 2012 to 15 June, 2012	
Title	A study of the recruitment trends of HR professionals in the IT industry in Bengaluru
Description	<ul style="list-style-type: none"> <input type="checkbox"/> Identified the number and type of vacancies in the various IT companies for HR Professionals and the skills that the prospective recruits must possess in order to fill up these vacancies. <input type="checkbox"/> Identified the various sources from which these recruitments are done. <input type="checkbox"/> Observed, analyzed and identified the best recruitment source for hiring HR Professionals in the IT Industry in Bengaluru.

INTERNSHIP – MA Tourism Administration	
Orbitz Corporate & Leisure Travels Pvt. Ltd. (New Delhi) - 12 May, 2008 to 12 July, 2008	
Title	Outbound Tourism (Sales)
Description	<ul style="list-style-type: none"> <input type="checkbox"/> Made sales calls to various potential customers and sold them holiday packages along with making note of the various needs of the customers and learnt how to make customized itineraries.

DISSERTATION (MBA – HR)	
Alliance Business School, Bangalore (01 April, 2013 – 18 June, 2013)	
Title	Availability of Rehiring Opportunities and Achievement Motivation: A Critical Investigation into the Second Career Opportunities for Women
Description	<ul style="list-style-type: none"> <input type="checkbox"/> Attempted to understand whether the availability of rehiring opportunities for women could enhance their NACH (Need for Achievement, or achievement motivation). <input type="checkbox"/> Conducted qualitative research & collected secondary data. <input type="checkbox"/> Analyzed the texts and speeches of the secondary respondents, as well as several articles and researches. <input type="checkbox"/> Found that the existence of second career opportunities for women in the corporate world nowadays does indeed increase achievement motivation to a great extent, which is important considering the steady rise in the number of women in the workforce. <input type="checkbox"/> Formulated recommendations in order to make these opportunities more relevant and accessible to the women so that they will not hesitate to come back to the corporate world with newer insights of problem solving & decision making.

ACADEMICS	
2013	MBA (HR) from Alliance University, Bengaluru
2009	M.A. Tourism Administration from Amity University, Noida
2007	B.A. Psychology from Daulat Ram College, Delhi University
2004	Class 12 from Kendriya Vidyalaya, Guwahati (CBSE)
2002	Class 10 from St. Mary's English High School, Guwahati (SEBA – Assam State Board)

PERSONAL DETAILS	
Date of Birth	19 September, 1985
Languages known	English, Hindi, Assamese & Bengali
Interests	Travelling, Adventure Sports, Painting