

Sandipan Biswas | Freelance Recruiter

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Summary:

- Good Knowledge on sourcing candidates through company official website and job boards such as Monster, Naukri, Indeed etc. and also through social media like LinkedIn.
- Good understanding of various IT Technologies and emerging Technologies in the marketplace. Good knowledge in Negotiating the salary package with candidates and able to analyze Job descriptions and job specifications.
- Excellent written, verbal analytical and problem solving skills.
- Experience in sourcing consultants on Contract basis and contract to hire basis Full-time positions.
- Computer proficiency in Microsoft Office Suite (MS WORD, MS Outlook, MS EXCEL, MS POWERPOINT), Shine, other Search engines.
- Team player with excellent interpersonal abilities, multi task abilities and excellent communication skills.
- Being highly self-motivated towards job goal.
- Writing and posting job openings.
- Finding and contacting potential job candidates.
- Pre-screening job candidates.
- Helping candidates write CVs.
- Presenting a candidate to an employer or hiring manager.
- Setting up interviews between candidates and employers.

Key Skills:

- Customer Relationship Management (CRM)
- Management Information Systems (MIS)
- Retail Banking
- Financial Transaction Processing
- Loan Account Renewal
- CASA
- Term Deposit
- Recurring Deposit
- Gold Loan

- Life Insurance
- General Insurance

Work Experience:

- Working as a **Freelance Recruiter**
- Working for **Axis Bank** as an **Assistant Manager**

Projects Experience:

PROJECT 1:

Project Name: Freelance Recruiter

Roles and Responsibilities:

- Good Knowledge in end-to-end complete recruiting process from job posting initiation to sourcing, to acceptance of offer and final placement Recruited for all levels of candidates
- Involved in recruitment process such as candidate sourcing, interview scheduling, Blocking Calendars.
- Screening the profiles by conducting preliminary checks (Communication Skills, Academic Qualifications and Experience).
- Filtering the candidates resumes before interview schedules by cold calling and having basic technical chat with candidates.
- Follow-up with the shortlisted candidates and working for multiple locations.
- Scheduling telephonic and face to face interviews.
- Maintaining pipeline of quality profiles and assuring delivery within estimated time prioritizing the urgent requirements.
- Responsible for hiring both Full time and contract employees based on the requirement.
- Post offer follow-up until the candidate on boarding to make sure candidate can join the project without fail.
- Maintaining the status tracker of candidates, handle the on boarding formalities during the candidates joining the project.
- Coordination for Walk-in drives.

PROJECT 2:

Project Name: Human Resource

Roles and Responsibilities:

- Designing and implementing recruiting strategy: Developing local and national recruiting plans, using traditional sourcing strategies, and coming up with new recruiting ideas
- Screening resumes: Reviewing resumes and conducting initial interviews with candidates to identify the key qualifications and skills required for each position
- Interviewing candidates: Choosing resumes and conducting interviews
- Preparing job offers: Sending offer letters and negotiating salaries

- Sourcing candidates online: Identifying, attracting, and engaging potential job candidates using a variety of recruiting channels, such as job boards, social media, and professional networks
- Coordinating and implementing college recruiting initiatives: Developing and executing recruiting plans, and coordinating and implementing college recruiting initiatives
- Handling administration and record-keeping: Performing administrative duties and record-keeping
- Networking: Networking with various institutions and social media, industry contacts, association memberships, trade groups, and employees
- Onboarding: Dictating a proper workflow for new hires as they acclimate and get up-to-speed at the company

PROJECT 3:

Project Name: ASP.NET USING C#

Roles and Responsibilities:

- Designing: Designing and developing software programs based on needs
- Coding: Writing, modifying, and implementing software programming components and applications
- Testing: Testing and deploying applications
- Maintaining: Maintaining and upgrading existing applications
- Supporting: Providing technical support and maintaining software throughout its life cycle
- Documenting: Documenting testing, error resolutions, and the overall software development process
- Preparing: Preparing detailed guides for end-users
- Collaborating: Collaborating with others to design effective programs

PROJECT 4:

Project Name: ANDROID APP DEVELOPMENT

Roles and Responsibilities:

- Design and build: Design and build Android mobile applications
- Collaborate: Collaborate with cross-functional teams to analyze, design, and ship new features
- Debug: Debug existing code
- Optimize: Ensure applications are optimized for the best user experience
- Troubleshoot: Troubleshoot and resolve any issues that may arise during the development process
- Implement new technologies: Implement new technologies to maximize application performance
- Integrate: Integrate with back-end services

PROJECT 5:

Project Name: Social Media Marketing

Roles and Responsibilities:

- Planning and developing social media campaigns.
- Crafting compelling content or getting it developed.
- Posting content across social media accounts.
- Engaging with customers on different channels.
- Analyzing running campaigns.
- Staying on top of the latest social media trends.

PROJECT 6:

Project Name: Student Brand Ambassador

Roles and Responsibilities:

- Marketing: Developing marketing plans and campaigns to generate business for the brand
- Educating: Informing the college community about the brand's products and their benefits
- Publicizing: Displaying posters on notice boards and sharing information online
- Organizing: Hosting events like seminars and workshops to discuss the brand's products
- Promoting: Conducting marketing and promotional activities using social media
- Representing: Handing out samples or acting as a representative for the brand
- Providing feedback: Gathering insights and opinions from their peers to provide companies with a direct line to the youth market's preferences, needs, and desires

Education:

Degree	Board/University	Course
Master of Business Administration (MBA)	University of Engineering and Management, Kolkata	Marketing & Human Resource (Dual Specialization)
Bachelor of Computer Application (BCA)	Maulana Abul Kalam Azad University of Technology (MAKAUT)	Computer Application

Technologies worked in Recruitment:

Position Handled:

- IT / Non- IT Requirements:-
- Server (Jboss,Web Sphere/Web logic 7.1), Web Server (Tomcat).
- Web applications: VB Script, JavaScript, SQL, Oracle, HTML, CSS and XML.
- Microsoft Technologies: Dot Net (ASP.Net, C#.Net, .net Core VB.Net).
- Software Testing: Manual Testing, Automation (QTP) Testing, and Database Testing.
- Data warehousing: Informatica ,Cognos , Data stage, Big data
- Hotel industry- OYO
- Supply Chain Management- Flipkart, Amazon

Additional Qualification / Achievements / Certifications:

- Completed Portfolio and Risk Management in Coursera.
- Completed Work Smarter, Not Harder: Time Management for Personal & Professional Productivity in Coursera.
- Completed Essentials of Entrepreneurship: Thinking & Action in Coursera.