

Ruma Bandopadhyay

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CAREER OBJECTIVE

Utilize the knowledge, skills and efforts to work effectively in an organization. Be a responsible employee and making significant contributions to the success of the organization.

PROFESSIONAL EXPERIENCE

- A result oriented HR Professional with **6+ years** of extensive experience in
 - End to end recruitment activities**
 - Salary negotiations**
 - Team management**
 - Campus recruitments**
 - Client Relationship Management MIS reports**

Handling Internal and external recruitment for ITES/BFSI/IT/NON-IT recruitment

Domain exposure: ITES, Investment banking, IT, BPO & KPO, Retail, FMCG, Insurance, Accounts & Finance.

Campus Recruitment projects for key clients in Randstad. Travelled across cities in South India for campus hiring / off campus events for clients - Goldman Sachs

EXPERIENCE SUMMARY

1. IKYA Human Capital Solutions Ltd. as Sr Consultant Since May 2014 to Dec 2016

- ❖ Involved in End to End Recruitment process starting from sourcing, initial screening, presenting and closing offers for Non-IT, ITES, BPO, IT & KPO clients in HR, Operations, Customer support, Admin & facilities, Technical Lead, F&A domains.
- ❖ Successfully anchored & closed positions with key clients like TESCO, State Street Global Advisors, State Street Corporation, Infrahedge, Grant Thornton, Ocwen, Concentrix, Alshaya, Societe Generale, DBOI (Deutsche Bank), Capgemini, Great West Financial, Nomura, SAB Miller, Travelex, Accenture, Capital One, AXA, Network International, JCSS Etc...
- ❖ Effectively interviewed/evaluated candidate's competencies and skills from HR perspective and successfully closed a high priority search/selection positions with a good TAT.
- ❖ Have actively coordinated with clients and candidates in final negotiations and joining. Sourcing to onboarding.
- ❖ Working on High targets and pressure to dispatch quality and relevant CVs for entry, mid & senior level mandates

- ❖ Handling Clients and a team of 2members (Consultant/recruiter),
- ❖ Conducting preliminary interview(s) (telephonic) to assess their abilities, communication skills and bring in house the best talent.
- ❖ Leadership hiring, lateral hiring &volume hiring. Profile screening and scheduling. Managing end to end of recruitment
- ❖ Worked for Core Java, PHP, Magento, Java, Dot Net, Micros, VB.NET, Struts frameworks , Mainframe , Technical Analyst, QA Engineer, UI Developer, spring, hibernate, crix, Angular JS, Automation Testing positions, J2EE
- ❖ Screening, Sourcing, Tech and HR validations, Salary negotiations, Follow ups.
- ❖ Experience in recruitment, sourcing candidates utilizing standard tools such as internal database, job portals and referrals.
- ❖ responsible for maintaining database & trackers on daily basis based on (Requirements, profiles shared to the client, feedback, selects & offers, joiner's list and payment details etc.)
- ❖ Team Management

2. Worked as a **HR Recruiter** with **Ma Foi Randstad India limited**, Bangalore from Aug 2012 to Mar 2013.

Key Contribution as a HR Executive Role:

- ❖ End to end recruitment in ITES/BPO/BFSI. Coordinating and organizing meeting for client with candidate.
- ❖ Successfully closed positions with key clients like JP Morgan Chase, Goldman Sachs, IBM, Easiprocess, Wells Fargo , First Advantage, Siemens Etc...
- ❖ Screening, Sourcing, Tech and HR validations, Salary negotiations, Follow ups.
- ❖ Responsible for entry and lateral hiring.
- ❖ Campus interviews & hiring for Finance / Technology
- ❖ People Management to the Organization's mission, vision, Goals and objectives as well as its strategic plan and budgetary resources.
- ❖ Handled Entry level Technical Support & Customer Service Hiring into verticals like Healthcare , BFS (Banking & Financial Services), Insurance ,
- ❖ Get the right number of people with the right skills, experience and Competencies in the right jobs at the right time at the right cost.

3. Worked as a **HR Recruiter** with **Personal Network Consultancy** Bangalore from Jan 2012 to July 2012.

Key Contribution for my current Role:

- ❖ Coordinating and organizing meeting for client with candidate
- ❖ Update day to day activities in Daily basis
- ❖ Schedule interview timing

4. Worked as a **Sr Academic Counselor** with **Manipal University**, Bangalore from July'2011 to Dec 2011

Key Contribution for my current Role:

- ❖ Act as a team player for a critical project, handling online admission process for SMU.
- ❖ Effective carrier counseling
- ❖ Update day to day activities in Daily basis and sending reports.

5. Worked as a **Counselor** with **ADITYA BIRLA - MINACS**, Bangalore from May'2010to June 2011

Key Contribution for my current Role:

- ❖ Act as a team player for a critical project, handling online admission process for SMU.
Receive; calls from overseas locations log there query with a service call get them online Solutions
- ❖ Maintaining CRM (customer relationship management).
- ❖ Handling Team and providing training.

EDUCATIONAL QUALIFICATION

<u>\Sl. No.</u>	<u>Qualification.</u>	<u>Institution.</u>	<u>Duration.</u>	<u>Percentage.</u>
1	S S L C	GGHS -Malkangiri	1998 - 1999	55%
2	P U C	Women's Collage- Malkangiri	2000 - 2002	50%
3	GRADUATION	Berhampur University	2002 - 2005	50%
4	MBA	Sambalpur University	2009 - 2011	65%

PERSONAL DETAILS

Hobbies & Interest - Traveling, Watching Movies
Language Known - English , Hindi, Bengali & Oriya

DECLARATION

I hereby declare that all the information furnished above are true and are up to the best of my knowledge. I request you to consider my application to provide my best service to your esteemed organization

Date

Place:

Signature