**17, Kedar Bhattacharjee Lane  
Howrah – 711104, West Bengal  
Cell: 9830800120, Soumita.lahiri@gmail.com**  
***Soumita Lahiri***

**Y-Axis Overseas Careers**

**From: March 2012 till December 2012.**

**Consultant – Immigration and consulate.**

* Responsible for Counseling client as per the profile of the client
* Responsible for Achieving revenue targets
* Advising client to choose the right product
* Handing over the case to process consultant with all details of the clients
* Maintaining the Client details in the CRM Sales force
* Generate and send daily DSR and reports as required from time to time by the senior management.
* Analysis of clients profile and advise accordingly for the services to be availed
* Coordinating with the evaluation team for further evaluation of the clients profile
* Co-coordinating with client till the sign up and signing of agreement with the company.
* Updating of information on immigration rules and changes that are coming up in near future along with any cost changes that will be effective.

**Mafoi Management Consultants Ltd.  
From: November 2007 till July 2008.**

**Associate - Client Relation and Delivery.**

* Responsible for identifying and recruiting the candidates of various skill sets at all levels as per the project specifications and the manpower requirements of the client.
* Source candidates through internal database, job portals, headhunting, and networking.
* Utilize and manage maximum sources like job portals and employee referrals for end -to-end recruiting thereby building a strong pipeline for the current and future openings.
* Conducting preliminary rounds of interviews.
* Screening and short listing of prospective candidates based on the desired job profile.
* Lining-up and scheduling interviews.
* Organized walk-in interviews.
* Coordinating the entire recruitment process.
* Manage end-to-end recruitment process for all selected candidates.
* Involved in communicating offers to candidates, solving queries, counseling and negotiating with them, if required.

**Monster India Pvt Ltd.  
From: March 2005 till January 2006  
Client Relations (Key Accounts-Sourcing & Training).**

* Forming the Support back bone for the Key accounts of Monster.Com
* Interacting with the Business Heads', CEO's, VP-HR, and GM-HR across the portfolio.
* Analyzing business need and proving vital inputs for sourcing plans.
* Ensuring timed and strategic use of Branding tools to extract maximum utilization.
* Sourcing from [www.monsterindia.com](http://www.monsterindia.com) and [www.jobsahead.com](http://www.jobsahead.com).
* Training HR functional heads and the sourcing team of individual companies on utilization of all of above sourcing tools.

**Delta Rope Works Pvt. Ltd.**

**From: April 2000 till June 2001  
Customer Relations Officer.**

* Handled entire office operations of the department dealing with corporate clients.
* Ensuring compliance of work orders as per product specification.
* Ensuring delivery of orders as per agreed time frames.
* Handled billing and other tax documentation requirements of the orders.
* Handling complaints regarding non-compliance of order specifications.
* Registering of complaints regarding non-delivery and follow-up for the same.

**Personal Profile:**

**Education:**

* PGDBM (2001-2003) from IMIS Bhubaneshwar (Marketing & Finance) securing 63.46%.
* BCom (Honors) from University of Calcutta. (1997-2000) securing 49.7%.
* ISC from Council for Indian School secondary Certificate Examination (1995-1997) securing 77.8%.
* ICSE from Council for Indian School secondary Certificate Examination (1995) securing 72.4%
* Certificate course in MIS.
* Project Done: Study about e banking. Benefits of e banking and website accounting for Ashok Leyland Finance Ltd.
* Soft Skill training from NEXT (Hyderabad).
* Project : Coordination of the workshop Guruspeak 2015-16 by IIMC Alumni Association, Delivering the Next Level of Customer Satisfaction by Prof. Suresh Ramanathan, David R. Norcom’73 Endowed Professorship, Mays School of Business at Texas A & M University**.**

**Achievements:**

* Participated & awarded first prize in Role Playing (News Casting) Competition at I.M.I.S. (Bhubaneshwar).
* Participated & awarded as winner in the Concept Development of a new product Competition at I.M.I.S. (Bhubaneshwar).
* Participated and awarded as winner in Dance Competition, in Confluence 2001, at CMS Gitam, (Vishakapatnam).

Date of birth: 26.07.1978  
Linguistics: English, Hindi & Bengali  
Marital Status: Married

**References Available on Request**

Soumita Lahiri