**Personal details**:   
Name:**Rituparna Dey**  
Date of Birth: 18/10/1992  
Sex: Female  
Marital status: Single  
Nationality: Indian  
Languages known: English, Hindi & Bengali

[**https://www.linkedin.com/in/rituparna-rian-774835115/**](https://www.linkedin.com/in/rituparna-rian-774835115/)

**Education:**

* Bachelor in Business Administration from PTU 2012-2015.
* 10+2 from Central Board of Secondary Education 2010-2012.

**Technical skills:**

Operating Systems: Windows-2000, Window-7

**COMPUTER SKILLS:**

* MS-Office
* MS Word
* Excel
* Power Point

**Services:**

Seeking a position of Marketing Executive/ Sr. Bench Sales Executive/ Technical Recruiter in the information technology industry where I can utilize my technical background and professionalism, enabling me to contribute to the growth and success of the organization. A position where my experience and skills will allow me to make a positive contribution to the organization.

**Summary:**

Extensive around 2+ years of experience in the field of IT (US-Staffing), BPO and KPO industries.

Involved in Full Life Cycle in Recruitment and Sales as my Responsibilities are Sourcing, Identifying, Screening, Formatting and placing personnel in quick turnaround time in contract, contract-to-hire positions in the Information Technology industry throughout the United States.

Extensive worked on different sites such as dice.com, monster.com, corp2corp.com, googlehotjobs.com, Yahoo hot jobs.

Ability to work effectively in pressure environments.

Marketed resources in various technologies like **Business Analyst, SharePoint, Quality Analyst, .Net, Network Engineer, SAS etc.**

Good working Knowledge of Windows operating system.

Strong interpersonal and communication skills, creativity, excellent attitude towards teamwork and common goals achievement.

Skilled in all aspects of office administration; Assisted Operation Manager and Manager in their day to day activities

Excellent organizational, multi-tasking and coordination skills

Detail-oriented multi-tusker; appreciated for quality, timely completion of assignments

Effective communicator: Good telephone, interpersonal and writing skills

Energetic, diplomatic, patient and methodical task oriented; consistently exceeds expectations

Self-Starter with the ability to analyse day to day activities

Maintain professionalism at all times and use discretion when handling confidential data

Good Personal Computer skills and Proficient in MS-Word, Excel, PowerPoint, Outlook.

Utilization of job boards like Dice, Monster, Career Builder, Indeed, LinkedIn etc. for finding the right Requirement for the consultants

Establish and maintain a good relationship with the employees, vendors and the Clients.

Achieving the framed business target within the stipulated time.

Marketing our own consultants to the suitable requirements.

Posting their resumes into Dice, Monster, Tech Fetch, Career Builder Etc.

Good ability to handle a Team.

**Professional Experience:**

NetPro System Inc. Feb – 2016 – Till Date

Sr. Marketing Executive

Netpro System has been a leader in IT staffing and software development for over 8 years and is one of the largest diversity staffing and development firms in the industry. We are known for our high-touch, customer-centric approach, offering our clients unmatched quality, responsiveness and flexibility. We are appreciated by our clients for our streamlined execution, highly efficient service and exceptional talent management that go above and beyond traditional staffing services.

**Responsibilities**

Involved in Full life Cycle of Sales Recruitment

Involved in Recruitment Process as well.

Sourcing, identifying, the Requirements from Top vendors to place Consultants in quick turnaround time in contract, contract-to-hire.

Responsible for recruitment sometimes.

Establish and maintain a good relationship with the employees, vendors and the clients

Marketing our own bench consultants to the suitable requirements

Collect sort and distribute mails

Support our team during walk-in’s at the client end.

Maintain the Database of the profiles screened and submitted.

Expenses Reimbursement

Submitting, scheduling interview, follow up with Vendors, negotiation of offers

Excellent record of accomplishment in all positions held.

Posting their resumes into Dice, Monster, Career Builder, Tech Fetch etc.

Having the resumes of my candidates updated as and when required based on the requirement.

An articulate, positive representative for a company and its Business mission

Submitting the Profiles to the Concern Lead or Client Manager

Making Follow ups with different vendors for previously submitted positions.

Black Keyboard Softwares Pvt Ltd. Feb - 2015 To Aug – 2015

Client Representative

Black Keyboard Softwares Pvt. Ltd. is a leading BPO and KPO company in Kolkata, India. Our professionalism leads to successful servicing of global customers in the field of data management, software development, web designing and development. Our service is absolutely befitting to the best of business process outsourcing service model. We aim to meet customer satisfaction in every possible way. This is why we have built up a team of exceptionally talented BPO professionals who are habituated to perfection. We ever initiate steps to develop and implement the best-known work processes and practices which are aimed at delivering widespread and industry-specific BPO services.

**Responsibilities**

Responsible for the web designing marketing department.

Calling clients and getting the contracts.

Building relation with new firms and organisations.

Monitoring the progress towards large scales too small scale industries.

Negotiation of the budget and completing the assignment on a minimum period of time.

Getting work done on companies beneficial interest.

**HI-TECH**

**Internship**

Hi-Tech has been partnering the development of India's Power & Process Engineering industries since 1989. We are a leading national provider of highly engineered, technologically advanced products and services in high performance markets. Our five product groups are Control Valves, Combustion Monitoring, Condition Monitoring, Level Instruments, Equipment & Spares which support core industries in India. Our balanced growth has come through the successful application of our core competencies in product development, precision manufacturing and engineering services.

**Responsibilities**

Analysing and investigating the price and quality of the product with demand and competition.

Devising and presenting ideas and strategies.

Monitoring the campaign, Social Media and performance.

**Capabilities:**

I am confident that I can get well served with the work of your esteemed organization. At earliest, an opportunity is offered to serve as your need. I can execute my work to the entire satisfaction to the company in anticipation.

**Acknowledgement:**   
I hereby declare that all the information furnished above is true & correct as per my knowledge.