

Prasenjit Dutta

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Summary

Over 7 years of experience in a dynamic service and product environment with a strong focus on End to End Human Resource life cycle. My strengths include excellent organizational and multitasking skills. Have the ability to perform well under pressure, able to establish priorities, manage time productively, and driven to achieve the extra mile in any task. I take pride in my oral and written communication skills and can effectively communicate with all the levels. Working as Lead- Talent Acquisition/HR Generalist and involved in end to end Human Resource process starting from Preparing Job Description, Job Postings on various channels, Short listing profiles & conducting HR Interviews (stability, attitude, academic & professional qualifications, experience, communication skills etc.) & evaluate the suitability and culture fitment of candidates, scheduling the interview with Hiring managers. Coordinating with candidates after the interviews, Joining Formalities, Orientation/Induction/Trainings and Exit of employees, Insurance Enrolments/Renewals.

Positions Worked on: J2EE, Python, AI, .net, PHP, Java Full stack, Curam Android, IOS, Hybrid, Oracle DBA, System Admins, Network Admins, Report Writers, QA's, BA's, PM's, VP's, Advisors, Java Architects, MS Dynamics NAV, AXAPTA, ERP Functional and Technical Consultants, ERP Support, PFM/FMIS Consultants, PeopleSoft Consultants, IBM Middle ware tools, WebSphere Admins.

Domain: Public Sector, PFM, FMIS, IT, Healthcare, BFSI, Entertainment

Professional Experience

FreeBalance Inc., Bangalore

Lead- Talent Acquisition Specialist

Jul 2016 – Present

FreeBalance is more than a software company. We are a team of passionate, inspired people who build solutions to empower governments to do great things. We make a difference with our work. Working with governments is a special privilege that also carries with it a responsibility to upholding the highest standard of ethics. FreeBalance adheres to the most stringent code conduct that informs everything we do.

Responsibilities

- Leading all IT Recruitment for the countries like India, USA, Philippines, Sri Lanka, Mongolia, Pakistan, Afghanistan, Canada, Sierra Leone, Uganda, Mauritania, Marshall Islands, Palestine, Morocco, Jordan, Nicaragua, Honduras, Guatemala, Brazil, Ukraine, and European countries like Portugal, Netherlands, Poland, as well as multiple RFP's in an year for various Government projects around the world like USAID, UKAID, DFID, UNDP, UN, World Bank etc.
- Leading all IT Requirements for ERP product development.
- Experienced in Leadership recruitment for Sales. Involved in Leadership Hiring with major focus across APAC – India, Philippines, Singapore and Sri Lanka. Other part like Canada, USA, Portugal and Poland.
- Participating in Human Resource operational projects like On-boarding, Orientation, Insurance Enrolment/Renewal, Compensation and Benefits, Performance Appraisal, Training, Exit of the employees.
- Implemented and Managing Human Resource Information System (HRIS) and Application Tracking System "Lever"
- Strong hold on Social and professional networking sites and Job portals like LinkedIn, Naukri.com, Dice, Workopolis, Monster, CareerBuilder, JobDiva, Indeed, etc.
- Using the latest techniques to find and engage passive candidates (Twitter, Facebook, X-Ray, Boolean,

Internet sourcing etc.).

- Participated in onsite project for Ministry of Finance, Sri Lanka.

Infosys Public Services, Bangalore
Talent Acquisition Specialist

Jul 2015 – Jul 2016

Infosys Public Services is committed to delivering measurable business value and providing services only to federal clients best-in-class processes, innovative solutions, and most importantly, excellent people.

Responsibilities

- Handled end to end recruitment cycle of IT professionals for United States, federal and commercial projects
- My responsibilities include recruiting, sourcing, qualifying, the presenting candidates of all levels from entry level through executive to hiring managers, supporting candidate through the interview process, positive candidate experiences, and supporting hiring managers through interview/offer letter process
- Candidates by advance search on Search Engines, leading job portals (Dice, Monster, Workopolis, and CareerBuilder).
- Pre-Screening candidates by effectively evaluating their employment history, education, salary requirements, notice period & if suitable, submitting candidates to the reporting manager for the further Rounds of Interviews. Coordinating with consultants for interview schedules, logistics.

Mindlance, Inc., Bangalore

IT Recruitment Executive

Oct 2014 – Jul 2015

Mindlance, Inc's staffing division is a recruitment-centric organization focused on providing talent acquisition services (both IT and non-IT) in the Technology, Engineering, Clinical, Scientific, Finance, Marketing, Professional and Payroll Management arenas to clients across the US, Canada and India. Founded in 1999, Mindlance is a certified diversity business (MBE) and was ranked by Staffing Industry Analysts (SIA) as the 10th fastest growing staffing firm in the US in 2012. With over 1,200 resources supporting targeted industry verticals, Mindlance has annual revenues close to \$100M and has a goal of becoming a US\$ 500M Global organization.

Responsibilities

- Good understanding of requirement's priority and serving accordingly to the clients.
- Strong understanding of client requirement as per their T&C.
- Coordinate the process of selection and negotiating the salary or hourly rates with perspectives.
- Clear understanding of the US Staffing processes / Techniques – W2/ 1099/ Corp-to-Corp.
- Successfully placed Consultants with our Clients on all the verticals.
- Adept in negotiating compensation packages, reference checking and hand holding the candidates till joining. Working with Green Cards and US Citizens.
- Involved in end to end recruitment process.
- Team Player.
- Served multiple requirements at a time and delivered.
- Strong hold on Social and professional networking sites and Job portals like LinkedIn, Dice, Monster, CareerBuilder, JobDiva, Indeed, etc.

Amtex Software Solutions, Gurgaon.**IT Recruiter****Sep 2013 - Oct 2014**

Amtex Systems is a reputed name in US Staffing Industry and known as fastest technical resource delivery brand name to its clients and implementation partners across US. Currently I am working as Technical recruiter and my responsibilities are below mentioned.

Responsibilities

- Good understanding of requirement's priority and serving accordingly to the clients.
- Strong understanding of client requirement as per their T&C.
- Coordinate the process of selection and negotiating the salary with perspectives.
- Clear understanding of the US Staffing processes/ Techniques – W2/ 1099/ Corp-to-Corp.
- Successfully placed Consultants with our Clients on all the verticals.
- Adept in negotiating compensation packages, reference checking and hand holding the candidates till joining.
- Working with H1B Holders and Green Card, US Citizen.
- Involved in end to end recruitment process.
- Team Player.
- Served multiple requirements at a time and delivered.
- Strong hold on Social and professional networking sites and Job portals like LinkedIn, Dice, Monster and CareerBuilder and Indeed etc.

InterGlobe Technologies, Gurgaon.**Process Associate****Nov 2012 - Sep 2013**

InterGlobe Enterprises is a leader in aviation and travel related services, growing the market through innovation and service leadership. We build businesses and represent global brands that deliver quality and value. Established in 1989, with headquarters in Gurgaon, today InterGlobe has a network of 122 offices across 59 cities globally. InterGlobe employs more than 11,000 professionals across its businesses which include IndiGo (InterGlobe Aviation), InterGlobe Technologies, InterGlobe Air Transport, InterGlobe Technology Quotient, InterGlobe Hotels, InterGlobe Retail and InterGlobe Established.

Responsibilities

- Worked in InterGlobe Technologies as a Process Associate for United Airlines.
- I was working on the CRS called BOLT and SHARES owned by United Airlines. Which used to locate the luggage at the airport. We need to locate the luggage left behind the passenger using the unique tracking number, arranging their delivery in USA, I need to make out bond calls to inform the passenger about their luggage locations.
- Resolving baggage issues for the passengers.
- Used CRS BOLT and SHARES owned by United Airlines.
- Baggage Tracking.
- Outbound calls to the passengers to inform the bag status.
- Filed report for the lost luggage.

- Compensation negotiation with the passengers.

Inspectorate Griffith Ind. Pvt. Ltd.**Quality Inspector****Jan 2011 - Oct 2012**

With origins dating back over 150 years, Inspectorate has built, and continues to maintain an outstanding reputation for independence and technical excellence within the oil, gas and petrochemical industries. Inspectorate provides world class service and support at every major loading, discharge and STS location. With over 6,000 staff in 125 locations, we are able to provide reliable quality and quantity determination, along with the local and global industry knowledge that is required to promote successful trade. Worked in INSPECTORATE GRIFFITH INDIA PVT. LTD. As QUALITY INSPECTOR for engineering division. At TATA Tinplate Company of India Ltd. Jamshedpur, Golmuri Works.

Responsibilities

- Quality inspection, testing of the export steel Coils.
- Quality inspection, testing of the export steel sheets.
- Crosschecking the readings taken by the lab assistant
- Sample testing.
- Quality inspection of the export Dispatch materials.
- Supervising the container inspection & stuffing.
- Reporting to the clients.
- Field inspection reporting.

Education**Certification- NPTEL, IIT Kharagpur**

Performance and Reward Management, 2019

Human Resource Development, 2019

National Institute of Technical and Management StudiesMBA- Human Resource and Information Technology, 2016-2018 **Grade: 1st****Jamshedpur Co-Operative College**B.Sc., Information Technology, 2007 - 2010 **Grade: 1st****Annamalai University**Diploma in Retail Management, Retail Management,
2007 – 2008 **Grade: A****Jamshedpur Workers College**

Intermediate, Isc. 2003 - 2005

V.J.T.H.S

Matriculation, 10th, 2003

Activities and Societies:

1st Place in college level quiz competition

1st Place in college level software exhibition

