SREERUPA BISWAS

E- mail: sreerupa23@gmail.com

Mobile: 9560684051

Present Address: Panchvati Apartments, Flat No B 425, Vikas Puri, New Delhi 110018

**Seeking assignments in Human Resource Development with a growth oriented organization of repute**

*Career Abstracts*

* A result oriented professional working in the domain of **Human Resource Management and Recruitment.**
* An effective communicator with excellent Leadership, interpersonal & relationship management skills.

*Organizational Experience*

1. **Presently working with Symmetrical Global Search pvt ltd since March 2015 as Assistant Manager- Recruitment (EMEA & Domestic market)**

*Leading the market as one of the best Executive search and Recruitment Consulting firm in India. Symmetrical was formed in September 1999 and based at Delhi.*

*Key Result Areas*

* Handling end to end recruitment
* Understanding the clients’ requirements thoroughly, short-listing the candidatures in accordance to the requirements.
* Responsible for International and Domestic requirements.
* Having good experience in recruitment through different portals like naukri, monster india, monster UK, monster Singapore, bayt & social media like linkedin, facebook , X-Ray search etc.
* Head-hunting for very Senior & Middle Management level
* Verticals Handled: Banking & Financial Services (BFSI), IT, FMCG, Ecommerce, Real Estate, Construction, Manufacturing, Logistics., Telecom , Engineering, SIM/ USIM etc
* Screening, validating and short-listing of resumes from different Job Portals, interviewing the short-listed candidates, interview scheduling, taking active part in the salary negotiations and all follow up actions thereafter till closing the position.
* Have exposure in recruitment through various mediums in UK , Middle East & Europe markets (EMEA).
* Have worked & closed C level assignments.
* Have exposure working in APAC market as well.
* Mentoring a team of 2 members on daily basis along with an individual contributory role.
* Working on ATS (Talent Recruit) & have experience in working on Hirecraft previously.

***Achievements***

* **Got Star Performer Award for the FY 2016-17**
* **Closed many critical positions**
* **Amongst Top three performers for 2017-2018 & 2018-2019**

1. **Worked with Bharti management services Pvt Ltd as Senior HR Executive since Feb 2014-Nov 2014**

*Key Result Areas*

* Handling both IT & Non IT recruitments.
* Client coordination and entire recruitment cycle from Sourcing to onboarding.
* Achieving over and above monthly target.
* Having exposure in all levels of recruitment.

1. **Worked with Core Careers Pvt Ltd from March 2011- July 2013 as Senior Recruitment Consultant (Kolkata).**

**Recruitment handled :-** S5 systems, flipkart.com, housing.com, bigfoot solutions pvt ltd, BDCS, Ramprastha Developers, Aviva Life insurance, Axis Bank, HDFC Life, Atterobay, Paras Realtech, Smartplay Technologies, W3 Infotek, Parle, Kanchan Metals, Agron Remedies etc

Educational Qualifications:

* **Masters in Journalism &Mass Communications from SMU, scored 82.5%**
* **Bachelor in Political Science from Calcutta University in II division**
* **XII from WBBHSE, scored 59.4%**
* **X from WB Board, scored 58.7%**

*IT Skills*

### Proficient in MS Office.

*Hobbies/Interests*

* Traveling
* Swimming
* Cooking
* Interacting with people

*Personal Vitae*

**Date of Birth :**  09th June 1987

**Marital Status :** Married

**Languages Known :** English, Bengali, and Hindi.