##### TANUSHREE SENGUPTA

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##### C-9/3, 2nd floor DLF Ankur Vihar, Loni Ghaziabad-201102

**Date of Birth- 13th Nov 1987, Marital Status- Single**

**CAREER ABSTRACT**

* Accomplished HR Professional with excellent communication, problem solving and planning skills seeking to join a progressive organization while continuing career growth and development.
* A result oriented professional with 10 Years + exposure in Talent Acquisition, Social Media, Joining Formalities etc.

**CAREER CONTOUR**

***Unicharm India Pvt Ltd. (Payroll of IKYA) 29th May, 2019-29th May 2020***

**Designation: Assistant HR**

**Location: Gurgaon**

**Talent Acquisition:**

* Handle overall workforce planning and recruitment cycle, ensuring cultural fit through behavioral interviews for both frontline and managerial positions
* Formulation of Recruitment strategy and overall coordination for selection of skilled manpower for various projects as well as support functions.
* Responsible for identification, selection of skilled manpower internally & transferred to new location as per the business requirements.
* Responsible for cultivating and maintaining relationships with Vendors Management
* Interview & Assessment: Conduct the HR evaluation based on Experience parameters.
* Decide and negotiate the salary, date of joining and rolling out Appointment letter to selected candidates.
* Responsible for designing & regularly updating Organization design after consultation with top management & respective department heads.

**HR Operations & Admin**:

* Sending mails to the New Joiner with policies, Induction plans and other details.
* Intimate about the Joiners to the concern departments/HOD.
* Initiated Background Verification & Pre- Employment Medical Checkup of all New joiners.
* Issuing Employee ID/Business cards/ Id Cards/ Diaries to the New joiners.
* Keep updated database records and file of all Personnel.

***Sharp Corp Ltd. 22nd June17- 27thMay 2019***

**Designation: Recruitment-Officer**

**Location: New Delhi**

**Talent Acquisition:**

* Responsible for handling Pan India Recruitment.
* Searching Potential Candidates from sources like Job Portals like Naukri.com, Monster, Times jobs, LinkedIn & other Networking sites, Internal References etc.
* Responsible for managing Full life-cycle Recruitment (requirement analysis, screening, interview coordination.)
* Shortlisting the candidates.
* Scheduling for Interviews with HOD/ Concern department.
* Responsible for designing & regularly updating Organization design after consultation with top management & respective department heads.

**HR Operations**:

* Pre- Post Joining: Rolling out Offer/Appointment Letters to new joiners, maintaining personal folders, maintaining and updating employee database.
* Joining Formalities: Documentation of Joining forms, send intimation about the joiners to the concerned departments/HOD, sending intimation for Laptop/Computer arrangement and e-mail id creation. Co-ordinating with the corporate bank for opening of corporate salary accounts for the new employees.
* Induction: Arranging for the Induction of new joiners & handling HR Induction session.
* Exit Interview: Maintaining the Exit Database. Help the resigned employees in a smooth exit by familiarizing them with the exit process and issuing of Relieving and Experience letter.
* MIS: Maintaining the employee’s database, records, Personal file, HR records.
* Maintaining Attendance: Maintaining the attendance records (EL/CL/Leave) of the employees and send it to Accounts department for Salary process.

***SMVA Consultants Pvt. Ltd Aug 2014- June 2017***

**Designation: Recruitment-Team Leader**

**Location: Kolkata**

**Talent Acquisition:**

* Responsible for End to End Recruitment in Junior, Middle & Senior Level for both Domestics & International Openings.
* Responsible for managing full life-cycle recruitment (requirement analysis, client needs, screening, interview-coordination).
* Prepare Job Description as per the Client’s requirement.
* Searching potential candidates from sources like Job Portals, References &other Social Networking Sites.
* Short listing the candidates.
* Lining up the candidates.
* Scheduling for interview and interacting with clients till joining of the candidate.
* Domains Knowledge: FMCG/OTC, Consumer Durable, Pharmaceuticals.
* Team handling: 4 Recruiters.
* Responsible for Internal Hiring.

***Acreaty Management Consultants Pvt. Ltd March 2009- July 2014***

**Designation: Recruitment-Team Leader**

**Location: Kolkata**

**Talent Acquisition:**

* Responsible for End to End Recruitment in Junior, Middle & Senior Level for both Domestics & International Openings.
* Responsible for managing full life-cycle recruitment (requirement analysis, client needs, screening, interview-coordination).
* Prepare Job Description as per the Client’s requirement.
* Searching potential candidates from sources like Job Portals, References &other Social Networking Sites.
* Short listing the candidates.
* Lining up the candidates.
* Scheduling for interview and interacting with clients till joining of the candidate.
* Domains Knowledge: FMCG/OTC, Consumer Durable, Pharmaceuticals.
* Team handling: 8 Recruiters.
* Responsible for Internal Hiring.

**Customer Relationship Management:**

* Responsible for Client Coordination for Current/ New Openings.
* Regular follow up for Feedbacks, Interviews, Joining etc.
* Introduce Company’s Recruitment Policies to the Clients for new business purpose.
* Attend meetings with Clients if required.
* Keep records of new & existing Clients for further coordination.
* Understands the Client requirement.
* Generate Invoice from Clients through mails.
* Maintain cordial relations with clients to sustain the profitability of the business.
* Provide quality service support to clients and catering to their HR needs in the recruitment cycle.

**Training, Development & capability build up:**

* Provide Training to the new Joiners on recruitment like Screening, short listing, calling, editing of profiles etc.
* Prepare Presentations on Recruitment Trainings as per requirement.
* Provide Training on Job Raiser (Job Software) to the newcomers, giving proper induction about the software.
* Conduct Training on Social Networking like LinkedIn, apnacircle etc.

**Time & Attendance:**

* Prepare Attendance of all the branches on daily basis (Delhi, Noida, Kolkata, and Bangalore& Mumbai).
* Maintaining Employees leave records.
* Forward Attendance sheet to accounts department for salary preparation.

**Administration:**

* Responsible for Administration work.
* Prepare a list of Employees Birthday.
* Arrange parties on employee’s Birthday or other occasions.
* Coordinate with Admin Department for Employee’s ID Cards.
* Handling Stationary or other Office Expenses

**ACHIEVEMENTS:**

* Reduced Recruitment Cost by 70 % by hiring through Job Portals, Social Media & Referrals.
* Achieved quarterly Recruitment Targets in Unicharm India.
* Got Best Recruiter Award in 2010.

**ACADEMIC QUALIFICATION:**

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| --- | --- | --- | --- |
| **Degree** | **Institute Name & Year of Passing** | **Major Field of Study** | **Percentage (%)** |
| **MBA (HR)** | **ICFAI- TRIPURA UNIVERSITY 2019** | **Human Resources** | **Pursing** |
| **Bachelor of (B. Com)** | **PGDAV- DELHI UNIVERSITY 2011** | **Commerce** | **45%** |
| **Senior School (XII)** | **DEV SAMAJ MODERN SCHOOL-2006** | **Commerce** | **69 %** |
| **Secondary School (X)** | **DEV SAMAJ MODERN SCHOOL-2004** | **General** | **70%** |

**COURSE & CERTIFICATION:**

#### Diploma in Computer Science from SOUTH DELHI POLYTECHNIC FOR WOMENS, 2008

**I hereby certify that the above mentioned information is correct to the best of my knowledge & belief.**

**Date: Place: Ghaziabad**

**Tanushree Sengupta**