

Dipanwita Ganguli

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PROFESSIONAL SUMMARY

Results-driven Senior Executive Recruiter with expertise in full-cycle IT & Non-IT hiring, stakeholder management, and recruitment operations. Proven success in high-volume hiring, ATS optimization, training facilitation, and HR analytics. Adept at aligning talent strategies with business goals and enhancing candidate experience.

CORE COMPETENCIES

- Full-Cycle Recruitment (IT & Non-IT)
- ATS & MIS Management (ZOHO Recruit, Foundit)
- Stakeholder Engagement (Senior & Director Levels)
- Boolean Search & Sourcing Tools (LinkedIn, Naukri, Indeed)
- Interviewing & Assessment
- Recruitment Metrics & Reporting
- Training & Onboarding
- Payroll & Leave Management
- Calendar & Meeting Coordination
- Tools: MS Office, Google Workspace, Canva, Oracle SQL, AutoCAD, R, C/C++, StaadPro

INTERNSHIPS & PROJECTS

- Projects: Training Impact Study (Indian Bank), 2023
HR Intern – Indian Bank
- Mvg Innovations, IFORTIS WORLDWIDE, MARS Exploration, BAVCH Edutech
- Campus Ambassador – THE JUKIM
- Highway Capacity Analysis, Township Planning

PROFESSIONAL EXPERIENCE

The Right Hire, Konnagar

HR Consultant | Dec 2025 – Present

- Managed end-to-end staffing for permanent, contract, and temporary roles across multiple industries.
- Designed and executed talent acquisition strategies using headhunting and targeted search methods.
- Screened candidates through resume reviews, interviews, and cultural fit assessments.
- Conducted background checks and ensured compliance with labor laws and statutory regulations.
- Built strong client and candidate relationships to ensure quality service delivery.

Cypher People Consulting, Bangalore (Remote)

Senior Executive Recruiter | Aug 2025 – Nov 2025

- Facilitated and managed Recruiter Training, calendar management and Client Coordination for hiring requirements.
- Led IT and Non-IT hiring for DevOps, Java, Python, ML, .NET, and Frontend roles and HR IT Recruiter, Underwriting roles.
- Managed ATS, MIS workflows and bulk hiring across domains
- Delivered HR Report, Recruitment dashboards and KPIs to Senior leadership
- Enhanced candidate experience and process efficiency

P4 HR Solutions, Kolkata

HR Recruiter | May 2025 – Jun 2025

- Managed onboarding documentation, background checking, and HRIS data
- Conducted audits and improved data accuracy by 25%
- Handled full-cycle recruitment for marketing, CSR, MIS, and back-office, HR (internal team) roles

EDUCATION

- **MBA in Human Resource Management** – University of Kalyani, 2024 | 75.00%
- **B.Tech in Civil Engineering** – Hooghly Engineering & Technology College, 2021 | 79.42%
- **Diploma in Survey Engineering** – Technique Polytechnic Institute, 2018 | 77.90%
- **Xth Standard** – Ghutiabazar Binodini Girls' High School, 2015 | 51%

CERTIFICATIONS

- Deloitte Data Analytics Job Simulation – Forensic Technology (2025)
- Quality Management System (QMS) (2025)
- GDPR Awareness Training (2024)
- Naukri.com Training Program (2024)
- Autodesk AutoCAD Certified (2021)
- GIS & GPS Training (2017)

LANGUAGES

- English – Professional
- Hindi – Professional
- Bengali – Native

- Supported Payroll setup and Benefits administration

Netscribes (India) Pvt Ltd, Kolkata

Associate Consultant – Fraud & Risk Management
| Apr 2025 – May 2025

- Moderated user-generated content for e-commerce platforms
- Maintained quality scores above 90% through policy enforcement

Fraud & Risk Analyst | Aug 2024 – Mar 2022

- Investigated buyer fraud and resolved incidents within SLA
- Managed email communications and ensured compliance

Turnahead Consultants Pvt Ltd, Ahmedabad

Process Associate – Recruiter | Jun 2024 – Aug 2024

- Sourced and screened candidates via Naukri.com
- Coordinated interviews and maintained candidate records
- Reduced time-to-fill for engineering roles by 15%

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Place: Hooghly