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## Professional Summary

Results-oriented Talent Acquisition Professional with 10 years of total experience, including over 8 years specializing in full-cycle recruitment and HR operations. Proven track record of reducing time-to-fill by 25% and increasing offer acceptance rates to 85% through strategic sourcing and enhanced candidate engagement. Expert in technical recruitment for niche roles including SAP, Oracle, and CIS.

## Core Competencies

- **Recruitment:** Full-Cycle Staffing, Executive Search, Diversity Hiring, Technical Sourcing (SAP/IT).
- **Strategy:** Talent Pipeline Building, Campus Relations, Process Optimization, Candidate Experience.
- **Tools:** Zoho ATS/CRM, Naukri, LinkedIn Recruiter, Monster, Indeed, MS Office Suite.

## Professional Experience

**Intelliist Technology Pvt Ltd** | Kolkata Assistant Manager – Talent Acquisition | Aug 2021 – March 2026

- **Managed full-cycle recruitment** for 60+ positions annually, overseeing sourcing, screening, and offer negotiations.
- **Reduced time-to-fill** from 60 to 45 days (25% improvement) by implementing a structured candidate referral program and scoring matrix.
- **Led and developed** a 10-member talent acquisition team, improving overall team efficiency by 30% through continuous learning initiatives.
- **Optimized offer acceptance** from 60% to 85% by redesigning offer packages and delivering a high-touch "white-glove" candidate experience.
- **Boosted candidate satisfaction** by 40% through the launch of a new feedback system to streamline communication.
- **Executed diversity initiatives** that increased representation of underrepresented groups by 25% within one year.
- **Sourced 200+ qualified passive candidates** for complex roles (SAP, Oracle, CIS, and Engineering) using advanced Boolean search techniques.
- **Expanded talent pools by 50%** by establishing strategic partnerships with two universities and various professional associations.

**Norlox Solutions Pvt. Ltd** | Kolkata Senior IT Recruiter (US) | Nov 2020 – July 2021

- **Proactively built** a talent pipeline averaging 10+ IT candidates per month via Naukri, LinkedIn, and industry forums.
- **Partnered with hiring managers** to define candidate personas, job descriptions, and assessment criteria to ensure high-quality hires.
- **Utilized Zoho Recruit** to nurture passive relationships and maintain a ready-to-hire talent pool for future needs.

**Finest Homes & Allied Services** | Kolkata Talent Acquisition & Relationship Manager | April 2019 – Nov 2020

- **Facilitated recruitment operations** and relationship management to meet organizational staffing goals.
- **Implemented process improvements** to enhance the quality of hire and candidate engagement.

**Rungamattee Tea & Industries Ltd** | Jalpaiguri HR & Operation Executive | July 2015 – Nov 2018

- **Managed HR operations** and administrative functions, ensuring compliance with internal standards.
- **Supported onboarding and employee relations** to maintain a productive work environment.

**Firstsource Solution Pvt. Ltd** | Siliguri Customer Service Associate | Jan 2014 – March 2015

## **Education**

- **MBA in Human Resources** | 2016
- **B.A. (Hons) in Bengali** | North Bengal University | 2013

## **Technical Skills**

- **ATS/CRM:** Zoho, Zoho Recruit.
- **Portals:** Naukri, LinkedIn, Indeed, Shine, Monster.
- **Software:** MS Office (Word, Excel, PowerPoint, Outlook).