

RESUME

Sapna Saha Deb

IT Recruiter

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Summary

- Dynamic and result-oriented individual with 4+ years of experience in recruitment of Technical and IT professionals.
- Recruited for profiles Software Architects ,Cloud Architects, Cloud engineers, Azure /AWS specialists, Devops Engineers/Architects Software Engineers , Project Managers, Project / Program Directors , Program Managers, Business Analysts, Data Analysts, Software Developers, SAP Consultants, Java developers,.Net developers, C++ developers, Oracle developers, SQL developer, System administrators, SQL/Oracle DBA/ Developers , Manual testers, Automation testers / Engineers /QA's , Network/ Infrastructure Architects/ Specialists/Engineers etc.
- Experienced in working on diverse domain requirements (Financial, Insurance, Telecom, Healthcare, Banking, Retail and Product).

Work Experience

1. IT Trailblazers Consulting Pvt. Ltd

IT Recruiter, (Oct. 2018 – till date, 1 Year & 4 months)

- Managing the complete recruitment life-cycle which includes sourcing, identifying, screening, negotiating CTC, co-ordination with candidates , joining formalities, providing feedback etc.
- Recruited for Pulse Secure (Juniper Networks Group), Saint Gobain, Quest Global, Triantz, Genisys others.
- Experienced in performing need analysis, requirements definition, consulting on sourcing strategies, recruiting, screening, scheduling interviews, reference checking, negotiating, making offers, creating contracts and closing candidates.
- Sourcing through job portals like Monster, Naukri, Indeed, Hrist and social media sites like LinkedIn.
- Co-ordination with Hiring Managers to forecast future hiring needs.

2. Resource Weaver HR Consulting Pvt Ltd.

Team Leader, Recruitment and Recruitment Associate , (Nov 2016 – Oct 2018, 2 Years)

- Recruited for Telstra, Reliance Jio, Zensar Technologies, CSS Corp, Apps Associate, Falcon Technologies others.
- Managed a team of 6 recruiters to fulfill overall recruitment goals.
- Mentored a team of juniors to make them understand the various IT Technologies and related skills, IT Recruitment Life Cycle etc.
- Co-ordination with candidates throughout the recruitment life-cycle.

3. Arun Trade Combines (Dealer: Mahindra and Mahindra Tractor)

Manager-HR, Jan 2013-April 2014, 1 Year 4 Months

- Overall responsibility of talent acquisition and on-boarding of the new candidates.
- Drive on-boarding programs for new hires (Joining formalities, induction, training and enablement, background check through third party verification etc.)
- Responsible for employee referral payouts for respective employees
- Quarterly employee evaluation, analysis & report generation
- Formulate and implement employee retention program with senior management.
- Initiated birthday & anniversary celebrations at workplace and employee day-outs activities.

Achievements:

Received “**Appreciation Note**” from “**Reliance Jio**” for my excellent performance.

Education:

Institution	University /Board	Degree	Year of passing	Grades
Symbiosis Centre for Distance Learning	SCDL, Pune	PGDBA (Major: HRM)	2010	A 66.74%
PT. Harihankar Shukla Smriti College, Raipur	PT. Ravishankar Shukla University, Raipur	B.COM	2008	First 61%
Salem English School, Raipur	ISCE, New Delhi	ICSE	2005	A 62.4

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Bangalore

Sapna Saha Deb