



## CURRICULUM VITAE

**PAROMITA SARKAR**

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I am highly self-motivated, focused, and innovative. I have passion for learning and developing new existing skills. I am keen to secure a challenging role in a firm that offers early responsibilities and a progressive career path, where sincerity and hard work is rewarded with encouragement, growth, and opportunity to prove.

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### SYNOPSIS

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- BA (Regular) from Delhi University with 4.5 yrs. of experience in Hard-Core recruitment & total experience of 10 Years into different domain (Travel industry, Railway industry as a team handling and Escalation)
- Team player with strong leadership and recruitment skills.
- Full Life Cycle Recruiting
- Excellent comm skills with Client coordination
- An effective communicator with excellent interpersonal & relationship building skills.

Name of Company	Type of Industry	Work experience Duration
Creck Ingenious solution private limited (Faridabad-Remote, Full Time)	Recruitment Industry	Jan2021 to Sept2023 (As an Assistant Manager)
ALK Talent Search (Noida-Uttar Pradesh-Full-Time)	Recruitment Firm	Oct201 to Sep2020 (As a Recruitment Specialist)
First time Traveler Limited Company (Delhi-On-Site)	Travel Industry	(May 2017 to August 2019) (As a Senior Customer Care Executive)
Indian Railway catering and Tourism Corporation limited (New-Delhi-Connaught Place)	Railway Industry	April2009 to Jan2016 (As an Escalation team handling)

## **I HAVE RECRUITED IN PERMANENT ROLE AND OFF ROLE POSITION**

^^ I have recruited(hired) over 650 candidates in Permanent role and closed multiple Mid-level profiles and Senior level profiles both) with these clients in last four years in recruitment domain.

**I have been working under these clients ^^**

Leading Manufacturing Industry,

Pharma industry

FMCG

E-Commerce industry

Hospitality

Logistics

Banking industry

Real-estate

Oil & Gas industry

Medical Devices

Sheet metal industry

Education Sector

IT Sector

Beauty Industry/Personal care

**Mid-Level positions: --**

All these positions i have been closed with multiple vacancies\*\*.👉

\*\*I had closed all these below mentioned positions in the last three years\*\*

1)Senior Accountant

2)International Sales

3)Receptionist

4)HR-Manager

5)Ayurvedic Doctor

6)Senior Design Engineer

7)HR-Compliance Executive

8)Powder Coating Manager

9)Production Manager

10)Senior Electrical Maintenance Engineer

11)Junior Engineer

12)Assistant Manager Social Compliance

13)Production Engineer-

14)International Marketing

15)Quality Executive

16)Quality Manager

17)CNC programmer

18)Automation Engineer

19)Project Coordinator

20)Product Design

21)Senior Hardcore Sales executive-

22)Site Engineer

23)Senior Customer Care

24)Social media Manager

25)Digital Marketing

26)TMC

27)Architect

28)Graphic Designer

29)Receptionist

30)Purchase Executive

31)Store Executive

33)Retail Sales

34)ERP Executive

**Senior Level positions: --**

All these positions i have been closed with multiple vacancies\*\*.👉

1)EHS Manager

2)Senior Graphic Designer

3)Production Manager(Home Furniture)

4)General Manager

5)IMOS Design Engineer

6)Taxation Manager

7)Senior PHP Developer

I have also recruited approx. 150 candidates in third party roles (Off role/Outsource Profiles which I have closed: -



BI Analyst (Banking Industry)-Multiple vacancies

ITI mechanical engineer (Medical devices industry) Multiple vacancies'

Customer Support (Banking Industry) Multiple vacancies

ITI Electrical (Manufacturing Industry) Multiple vacancies

Diploma Mechanic (Ecommerce Industry) Multiple vacancies

Sales Executive (Ecommerce)Multiple vacancies

**EXPERIENCE:**



**Crekk Ingenious solution private limited (Jan2021 to Sep2023)**

**Company Profile:** Crekk Ingenious is a solution provider specializing in Human Resource Outsourcing Services. We have a proven track record of helping clients scale and achieve exponential growth through tailored and agile solutions to meet their human resource requirements.

**Position held: Assistant Manager**

Profile: - Well-connected recruitment professional with 4 years of progressive experience in end to end IT/Technical recruitment & NON-IT with solid knowledge of client handling...

- Expertise in sourcing, selection, behavioral. Familiar with a wide range of Candidate evaluation.

- Able to perform under pressure in a fast paced.
- Effectively demonstrated capabilities to take on new challenges & develop new strategies, leadership.
- Revenue Generation & Client Handling
- Handling multiple clients and full-fill client's requirement on given TAT.
- Recruitments utilizing various sourcing method like Web portals (i.e. Naukri, Monster, Times Jobs, LinkedIn)
- Developed strong relationships with hiring managers to ensure hiring is successful.
- Candidates and meeting hiring goals set by various clients.



### **ALK Talent Search (Oct2019 to Sep2020)**

**Company Profile:** 11 years of experience in Client Service and Recruitment. Champion of Client Service, process orientation and implementation. Since Dec'17 running a pan India business services and IT & Non-IT Company. Direct and indirect presence across 21 cities across the country. Processed Payroll and compliance for over 10,000 employees. Successful Implementation of Technology HR solutions in every HR process to make it robust and Scalable.

#### **Position Held: Recruitment Specialist**

Roles & Responsibilities: -

- Recruitments utilizing various sourcing method like Web portals (i.e. Naukri, Monster, Times Jobs)
- Developed strong relationships with hiring managers to ensure hiring of successful
- Candidates and meeting hiring goals set by various clients.
- coordinating with candidates for interview & conducting telephonic interview before short
- Listing candidates.
- Interacting with candidates, doing initial screening. Understand their competencies & skill
- Sets, making them understand job roles.
- providing complete, accurate, and inspiring information to candidates about the company
- and position.
- arranging for personal interview on short listing, having good coordination with the client
- Arranging the final interview.
- Coordinating with the company and with candidates after the company selects the candidate.
- Performing detailed reference checking and/or reference analysis on selected candidates and
- Reviews results with clients.
- Maintaining daily/ weekly/monthly reports such as interview status reports, closure reports & feedback reports.

- Meeting target for vacancies filled and people placed.
- Prepared morning reports for hiring needs reported in daily meeting talent
- Involved with maximum high-profile candidate and done with proper screening and reviewed
- Candidates resume and then line up for the Interviews.
- Respond to applicant inquiries, walk-ins, cold calls received.
- Have worked with multiple clients for IT and Non-IT profiles.
- Building relationships with employers and job seekers.
- Analyzed all job requirements and screened the appropriate candidate for the job.
- To maintain an accurate and up-to-date database in order to produce reports and analysis of recruitment activity.



#### **Indian Railway catering and Tourism Corporation limited (April2009 to Jan2016)**

**Company profile:** IRCTC was incorporated on 27th September, 1999 as an extended arm of the Indian Railways to upgrade, professionalize and manage the catering and hospitality services at stations, on trains and other locations and to promote domestic and international tourism through development of budget hotels, special tour packages,

#### **Position Held: Escalation team handling**

Employment: --- Process: Escalation Team Handling (online E-ticket and I ticket of Indian Railways) -

Profile:

- Handled the customer online booking related general query of E –ticket and I-ticket such as Query related to Cancellation, Password Reset, TDR filing, PNR status, Refund status etc.
- To provide timely and effective resolutions to customer's queries through email
- Resolved complex functions related to research and escalated customer issues
- Responsible for Team performance management of the allocated span
- Trained employees and provided backup to Team Lead
- Resolved customer complaints in a friendly and tactful manner.
- Provide support and direction in the interpretation, auditing and reporting of data operation.
- Ability to provide effective and achieve 100% customer satisfaction
- Provide customer service with the human interface, identify and understand customer needs
- Ability to work well with a diverse team of high performing individuals.

- Work successfully in a team environment as well as independently
- Ability to communicate correctly and clearly with all customers

## **SKILLS**

1. Good Multitasking, good knowledge of client management
2. Good skills of Recruitment
3. Good knowledge of MS-Office, Outlook, Word, PowerPoint
4. Target Driven
5. Excellent communication skills.
6. Good knowledge of time management
7. Executive search, recruiting

## **Certification**

- Regular Course Diploma in Advanced Software Engineering Computer languages

## **Educational Background**

- B.A from Delhi University Regular College
- Completed 12th (Senior Secondary Examination) from CBSE
- Completed 10th (Secondary Examination) from CBSE

## **Personal Information**

Father's Name: Mr.M.N. Sarkar

Mother's Name: Mrs. Sumitra Sarkar

Marital Status: Single

Language Known: Hindi, English, Bengali

Nationality: Indian

## **Declaration**

I do hereby declare that the particulars of information and facts stated herein above are true,

Correct, and complete to the best of my knowledge and belief

Place: NOIDA

Date:

**Paromita Sarkar**