Deepshikha Chakraborty

HR Recruitment Specialist

Kolkata, India, Action Area II-D, Newtown,

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Summary

Analytical and detail-oriented professional with a foundation in Forensic Psychology and Human Resources, now targeting roles in Anti-Money Laundering (AML), Know Your Customer (KYC), and Financial Crime Compliance. Skilled in evaluating client information, identifying suspicious patterns, conducting due diligence, and ensuring adherence to regulatory frameworks. Proficient in Microsoft Excel, Word, and data-driven reporting with a proven ability to meet deadlines, maintain accuracy, and deliver high-quality case reviews.

Experience

Human Resource Administrator

Siddidata Enclave Pvt. Ltd., Kolkata   *Jun 2024 — Aug 2025*

- Managed end-to-end recruitment and documentation compliance for new hires, ensuring identity verification and record accuracy.
- Partnered with business teams to interpret client and policy requirements, aligning HR compliance with corporate standards.
- Maintained candidate databases and reports with data integrity and audit readiness.

Field Investigator (Contractual)

IIT Roorkee (ICSSR Project)   *Dec 2023 — Feb 2024*

- Conducted qualitative research and analyzed social data. Collaborated in academic paper presentations.

Education

Master of Science, Forensic Psychology, Gandhinagar, 2021 — 2023

National Forensic Sciences University

Bachelor of Arts, Applied Psychology, Kolkata, 2018 — 2021

Amity University

Higher Secondary (ISC), Newtown, 2017 — 2018

Delhi Public School

Skills

- **Talent Acquisition & Onboarding**
- **Interviewing & Behavioral Assessment**
- **Employee Relations & Engagement**
- **Performance Management**
- **HR Policy Implementation**
- **Payroll & Compliance Management**
- **Grievance Handling & Conflict Resolution**
- **Data-Driven Decision Making**
- **MS Office, SPSS, NVivo, Jamovi, Atlas.ti**
- **Forensic Psychology Tools**
- **Targeted AML/KYC Experience & Transferable Skills**

Targeted AML/KYC Experience & Transferable Skills

- Conducted behavioural and investigative research in forensic psychology projects to **analyze data anomalies, fraud indicators, and risk behaviours**.
- Reviewed confidential case data, prepared detailed analytical summaries, and maintained documentation accuracy within strict confidentiality protocols.
- Applied **data interpretation and pattern recognition** to identify inconsistencies in qualitative and quantitative data sets.
- Experienced in working within **regulated frameworks**, adhering to defined procedures, timelines, and reporting standards.
- Strong written communication skills demonstrated through **case documentation, report preparation, and narrative summaries** for review and escalation.