

Tishya Chakraborty
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Summary:

- Highly motivated and enthusiastic professional with experience in the human resource and staffing background.
- Experienced in recruitment of qualified professionals across all fields of work experience including IT, Pharmaceutical, Engineering, Finance and Accounting etc. with a strong knowledge of full cycle recruitment ethics in the India, UK/Europe and US domain of recruitment.
- Strong communication skills (verbal, writing, listening) with the ability to work in teams as well as independently in a fast-paced environment and with the ability to work under pressure with a calm and composed mind and to tackle situations with difficulty in an easy way.
- Experienced with stakeholder management and requirement gathering from different business team and catering to the open demands as soon as possible.

Skills and Abilities:

- Strong communication skills (verbal, writing, listening)
- Ability to work in teams as well as independently in a fast-paced environment.
- Spontaneous decision-making skill with the ability to work under pressure situations with a composed mind.
- Proficiency in Social Media recruitment through LinkedIn.
- Proficiency with VMS: Fieldglass and Beeline.
- Proficiency with MS Word, Excel, PowerPoint and Outlook.
- ATS: Talview, Workday, Job Diva.

Professional Experience:

PwC India (Payroll company – PwC India)	10/2024 - Present
PwC India (Payroll Company – BCT Consulting)	08/2024 - 10/2024
PwC India (Payroll company – Adecco India)	06/2023 – 08/2024
PwC India (Payroll company – Aspigile)	08/2022 – 05/2023
Talent Acquisition Specialist	

- Working as a Talent Acquisition professional, owing the responsibility of end-to-end talent sourcing, talent mapping, interview scheduling, feedback collection and MIS (using MS Excel).
- Responsible for end-to-end recruitment process of candidate for pan india locations starting from sourcing to onboarding of the candidate to the proper recommended project teams.
- Handson experience in Talview and Workday for sourcing.
- Experience of sourcing eligible candidates using LinkedIn and through Naukri Portal.
- Sourcing for – Technology Consulting SAP practice.
- Handling multiple stakeholders and the entire span of respective hiring managers and partners.
- Catering to all the demands requested by specific business team and fulfilling basic to super niche skills hiring accordingly.

US Tech Solutions Inc., Kolkata India

07/2019 – 06/2020

Recruiter – U.S. Operations

- US Tech Solutions is a global organization offering talent solutions to 150+ customers including 20% of the Fortune 500 across Financial Services, Healthcare, Life Sciences, Aerospace, Energy, Retail, Telecom, Technology, Manufacturing, and Engineering.
- Responsibilities:
- Responsible for full-cycle recruitment for major clients like Philips Healthcare, John Deere, DXC Technologies, Perspecta/US Postal Service etc.
- Had the primary responsibility to cater requirements from the clients and source qualified professionals to fill those requirements respectively.
- Experienced with sourcing candidates through the ATS – JobDiva, portals like Monster, Dice, Career Builder and social media as well such as LinkedIn.
- Handled around 50 to 80 calls on a daily average basis. Worked around with a lot of emails with proper etiquettes.
- Managed different kinds of vendor management service portals like Beeline and Fieldglass.
- Also was responsible for mentoring and coaching newly employed professionals in to the organization and into the team.

- Managed and supported report generation of various kinds towards the progress and betterment of the team. Was guided by my immediate supervisor on this to mostly work in Excel and Word along with outlook.
- Managed the HackerRank portal for conducting examinations of qualified technical professionals to generate a test result for the better shortlisting of those candidates in the client databases.

eTeam Inc., Noida, U. P

01/2019 – 07/2019

Technical Recruiter – UK/Europe Division

- Recruitment of candidates according to the priority requirements from all over the UK and Europe.
- Worked with various clients such as HCL, Verizon, Oracle, Hexaware, Accenture and mainly Wipro for fulfilling their various requisitions in the fields of IT, Finance, Accounting and BPO etc.
- Responsible for sourcing candidates through different portals like Monster, JobSite, JobServe, and majorly LinkedIn.
- Working experience with different vendor management systems like Fieldglass and Beeline.
- Gained knowledge about team management and leadership.
- Strong knowledge about the full cycle recruitment process in and across Europe.
- Extensive knowledge about the visa processes in UK and Europe and the work permits that European governments provide.
- Worked proactively and worked through challenges but also escalated major issues for further support.
- Planned course of actions and work through daily tasks in a thorough and logical manner.

Artech Infosystems Pvt. Ltd., Noida, Uttar Pradesh

06/2018 – 01/2019

Associate Recruiter

- Recruiting qualified professionals across all fields of work experience including IT, Pharmaceutical, Finance and Accounting etc.
- Working with one of the top pharmaceutical companies in the present market which are Bristol-Myers Squibb and EISAI Inc.
- Qualified candidates based on job posting requirements and responsible for the first and basic round of screening.
- Strong knowledge recruitment ethics along with sourcing qualified professionals on different job requirements.
- Also responsible for editing, formatting and proof-reading resumes before presenting them to the client end.
- Experienced in negotiation of compensation with the candidates according to the amount of experience and the job requirement.

Training Experience:

PGCIL, New Siliguri, West Bengal

05/2017 – 06/2017

Summer Trainee

- Gained insight to the operations of the transmission system of electricity in an electrical power substation.
- Learned about different devices being used in the entire power system of the grid.
- Attended training classes for protection of transmission lines and power grids.

BSNL, Jalpaiguri, West Bengal

06/2016 - 07/2016

Summer Trainee

- Gained knowledge about the functioning of the telecommunication network that operates in the locality.
- Learned different aspects of the telecommunications network regarding reception towers, receiver antennas and different components of the control system operating in the network.
- Attended training classes with field visit in and around the local branch office.

Volunteer Experience:

KIIT International MUN, Bhubaneswar, Odisha

08/2016 – 03/2018

Under Secretary General – Socials

02/2017 – 03/2018

- Managed the socials department of the MUN secretariat with directly reporting to the Secretary General about all the activities.
- Led the entertainment team of the socials event by choreographing dance performances and collaborating in the decoration of the entire auditorium.
- Managed an entire council of 170 delegates representing different for the entire three days of the event taking care of the logistics, technical and operational requirements of the council.

Officer – Socials

08/2016 - 02/2017

- Participated in the event as a member of the socials department of the MUN secretariat reporting each work activity to the Under Secretary General.
- Participated in the dance performance of the secretariat members and assisted in choreographing the same.
- Supported various seniors in a successful running of the event and assisted in running a council of 70 delegates for the entire time of the event taking care and reporting of different requirements of the council.

Extra-Curricular Activities:

- Participated in Spring Fest – IIT Kharagpur, 2018.
- Participated in Spring Fest –IIT Kharagpur, 2017.
- Winner in Kill beat dance competition-2016.
- Runners up in Krithath group dance- 2016.
- Runners up in KIITFest 2015-Theatre.
- Performed at the Kalinga Film Festival.
- Participated in ‘Model United Nations’- Redefine MUN.
- Served as a delegate in national repute KIIT International model united nations.
- Participated in national repute fest-KIIT Fest 2015-16-17.
- Dancer at the college dance crew “TPH”.
- Actor at the college crew “GOONJ”.

Education:

- PGDM in Human Resource Management, University of Glasgow, Scotland, United Kingdom, Jan 2021 – Jan 2022
- Bachelor of Technology (Electrical Engineering), KIIT University, Bhubaneswar, 2014 – 2018 – Fulltime, 65%
- 12th Science, KV no. 1 Kankarbagh, Patna, 2014- Fulltime, 79%.
- 10th CBSE, KV no. 1 Kankarbagh, Patna, 2012- Fulltime, 9.8 CGPA.