

# Ankita Sarkar

Talent Acquisition Specialist  
Kolkata, India

+91 74396 72872 — as.sarkarankita@gmail.com — linkedin.com/in/sarkar-ankita

## Professional Summary

---

Talent Acquisition professional with 7+ years of experience delivering end-to-end hiring across India, Southeast Asia, Australia, New Zealand and EMEA. Strong expertise in sourcing strategy, high-volume and niche hiring, ATS management, candidate experience, stakeholder engagement, and recruitment compliance. Proven track record of meeting fulfillment targets, maintaining cost discipline, and delivering zero candidate escalations.

## Core Skills

---

End-to-End Recruitment — Sourcing Channels — High-Volume & Niche Hiring — Candidate Experience — Stakeholder Management — Offer Management — Salary Negotiation — ATS: Taleo, Workday, ServiceNow, Eightfold — Recruitment Metrics & Dashboards — Compliance — Vendor Management — Gen AI, Agentic AI

## Professional Experience

---

### Talent Acquisition Specialist

Capgemini, Kolkata

Dec 2022 – Present

- Delivered end-to-end hiring for technical and non-technical roles across APAC and EMEA regions.
- Built sourcing plans using job portals, vendors, referrals, and internal talent pools.
- Coordinated interviews, assessments, HR evaluations, and offer rollouts.
- Ensured compensation adherence to approved salary ranges and hiring policies.
- Improved offer-to-join turnaround by 20% through continuous candidate engagement.
- Managed recruitment data in Taleo and ServiceNow ensuring SLA, audit, and compliance readiness.
- Prepared weekly hiring dashboards and shared progress, risks, and pipeline status with stakeholders.
- Maintained zero valid candidate escalations and DEI guideline adherence.

### Corporate Recruiter – Talent Acquisition Group

Tata Consultancy Services (TCS), Kolkata

Feb 2019 – Dec 2022

- Achieved hiring fulfillment for experienced and campus roles across multiple business units.
- Acted as single TA contact for 20+ internal and client accounts.
- Managed sourcing, screening, interview coordination, salary discussions, offer roll-out, and onboarding support.
- Partnered with hiring managers on demand forecasting and hiring priorities.
- Ensured recruitment data accuracy and strict compliance with internal policies.

## Key Achievements

---

XtraMile and Rising Star Awards (2023, 2024 and 2025) — APAC TA Transition Go-Live in 3 Months — Sole SME for Knowledge Capture — Authored APAC Recruitment SOPs from scratch

## Education

---

MBA International Business (Twinning Program - St. Xavier's University Kolkata and Pondicherry University)  
M.A. English Literature, University of Calcutta  
B.A. English Literature, University of Calcutta

## Tools

---

Oracle HCM, Taleo, ServiceNow, Workday, SAP, Eightfold AI, JobAdder, LinkedIn Recruiter, SEEK, Veremark, WHA, MS Office, Google Workspace, Business Optix