

AVISHIKTA GHOSH

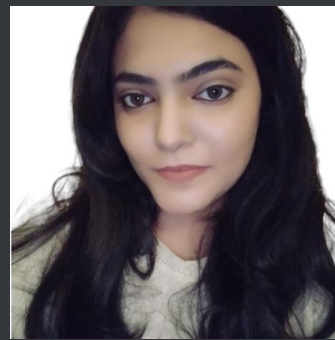
Process Lead

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Dynamic recruitment and human resources professional with over 9 years of experience across diverse industries, including IT, consulting, and manufacturing. Demonstrated expertise in senior roles, notably as Process Lead at Tata Consultancy Services, successfully managing large-scale campus hiring for over 10,000 candidates annually while overseeing comprehensive recruitment functions for prestigious clients such as TATA Steel India. Highly skilled in leveraging advanced applicant tracking systems, including RippleHire and Workday, as well as SAP HR modules, candidate onboarding procedures, and compensation analysis to drive organizational success. Committed to fostering talent acquisition strategies that align with business objectives and enhance workforce capabilities.



Websites, Portfolios, Profiles

- [linkedin.com/in/avishikta-ghosh-42685115a](https://www.linkedin.com/in/avishikta-ghosh-42685115a)



Highlights

- Client Management
- First Time Resolution
- Process Improvement
- Escalation Handling
- Talent acquisition expertise



Experience

**Jun 2024 -
Jul 2025**

Process Lead

Tata Consultancy Services

- Coordinated both physical and virtual interview drives, guaranteeing an efficient candidate experience and participating as an HR panelist for campus interviews.
- Established and maintained professional relationships with Training and Placement Officers at 200+ colleges throughout East India.

- Delivered effective pre-placement talks in virtual and physical formats to promote various hiring programs within the organization.
- Managed bulk document verification on interview days, finalized document checks, and facilitated mass offer disbursements using ATS systems; supported data-intensive reporting through advanced spreadsheet management.

Oct 2022 - **Process Lead**

May 2024

TATA Consultancy Services

- Responsible for end- to - end recruitment process for their client TATA Steel India for the Medical Services function.
- Attending Job Briefing calls with Hiring managers and HRBP to understand requirements for myself and team.
- Responsible for Job postings, application tracking, offer completion via RippleHire, and coordination with the vendors for smooth KT on JD and provide guidance if required for sourcing profiles to the team.
- Responsible for profile screening and interview management and co-ordination along with escalation and stakeholder management.
- Working as the key communication channel between the business, hiring managers, HRBP, team, vendors and the candidates.
- Responsible to partner with the payroll team to decide on the appropriate package to be offered to the candidate.
- Responsible of rolling out Offer Letter to candidates and ensure smooth joining process.
- Responsible for maintaining trackers and reports for open, closed and ongoing positions, and attending business calls to understand requirements, and sharing updates at high Level.

Mar 2022 - **Senior Consultant**

Oct 2022

Careernet Consulting Pvt Ltd.

- Responsible for end- to - end recruitment process for their client Alcon India for the IT Business function.
- Attending Job Briefing calls with Hiring managers and HRBP to understand requirements.
- Responsible for Job postings, application tracking, offer completion via Workday, and coordination with the sourcing team for smooth KT on JD and provide guidance if required for sourcing profiles.
- Responsible for profile screening and interview management and coordination.
- Working as the key communication channel between the business, hiring managers, HRBP, sourcing team, and the candidates.
- Capable of preparing salary compensation sheet to decide on the appropriate package to be offered to the candidate.
- Responsible of rolling out Offer Letter to candidates and ensure smooth joining process.
- Responsible for maintaining trackers and reports for open, closed and ongoing positions, and attending business calls to understand requirements, and sharing updates at a high level.

Mar 2017 - Senior Associate

Feb 2022

Capgemini India Pvt Ltd

- Oversaw the end-to-end recruitment lifecycle for IT and ERP roles across domains such as SAP, Java, Oracle, and .NET.
- Enhanced sourcing strategies to improve efficiency and decrease recruitment cycle time by proactively developing candidate pipelines and talent mapping initiatives.
- Achieved recognition through multiple Spot Awards for consistently meeting high-volume hiring targets while maintaining high-quality standards.
- Utilized Applicant Tracking System (ATS) tools, including Taleo to streamline recruitment workflows and ensure accurate data management.
- Conducted comprehensive market mapping and intelligence gathering to assess talent availability within key domains.
- Focused on delivering strategic recruiting solutions that aligned with organizational goals and industry demands.

Dec 2015 - Senior Recruiter

Mar 2017

2coms Consulting PVT Ltd

- Experienced in recruiting suitable profile keeping in mind the client requirement, in locations like Kolkata, Bangalore, Hyderabad, for Wipro, Concentrix, Tata Consultancy Services, Genpact, British Telecom, Accenture, Unisys etc.
- Well versed with job portal management- internal and external portal, naukri, moster, timesjob.
- Holds expertise in head hunting, searching, screening, cold calling, end to end recruitment, face2face interview, jobposting, mass mail, mass message, advertisement.
- Have experience in interview/ drive coordination, handling and managing attrition, and drop-outs.
- Developed creative recruitment strategies that met anticipated staffing needs.



Education

Jul 2015

Bachelor of Arts: Arts

Calcutta University



Rewards and recognitions

- Received appreciation and Reward for successfully achieving campus target for FY'25.
- Received Client Appreciation while hiring for Reliance JIO from Concentrix Daksh in 2COMS Consulting Pvt. Ltd.
- Member of Millionaire Club in 2COMS Consulting Pvt. Ltd. for the year of April. 2016 - March, 2017 by providing more than Rs10, 91, 352 Billing.

- Achieved the XtraMile award for the month of November 2017, for going beyond the assigned deliverables for excellent service delivery.
- Achieved the XtraMile award in the month of June 2019 and October 2020 & Feb 2021.
- Won Client award for the brilliant service delivery for the month of December 2019