


# PALLABI CHAKRABORTY

Senior Recruitment Executive (6+ Years)

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**PROFILE SUMMARY:** Experienced HR professional, specializing in Talent Acquisition & HR generalist functions. Proficient in all aspects of human resource management including recruitment, onboarding, offboarding, employee relations and performance management. Skilled in using different ATS platforms to streamline processes and enhance efficiency.

## SKILLS

- **Talent Acquisition** – Job posting, Bulk mailing, Strategic sourcing, Screening, Cold calling, Uploading & Tracking Resumes on ATS, Scheduling/taking interviews, Salary negotiation
- **HR Operations/Generalist activities** – Onboarding, Exit formalities (offboarding), Attendance & Leave Management, Payroll & benefits, Employee Welfare Activities, Implementing HR policies
- **HRBP Functions** – Internal Stakeholder Management, Performance management
- **Administration** – Taken care of vendors for office stationery supplies

## WORK EXPERIENCE

### Yellow Box HR Services, as Senior Recruitment Executive

April 2021 – PRESENT

- Spearheaded recruitment process for prestigious blue-chip clients and internal team.
- Onboarded and offboarded internal employees.
- Built a strong candidate pipeline and streamlined screening and sourcing to drive efficient hiring.
- Facilitated interviews for mid to senior level positions.
- Specialized in recruiting for various domains including **accounting, audit** (sox, internal and statutory), **BFSI** (Investment banking roles), **financial analyst, data science, data engineer, data analyst, business analyst, supply chain analyst, HR, C-suit roles (CSO, CFO)** etc.
- Leveraged ATS platforms including **SAP SuccessFactors, Workday, iCIMS, Zwayam, TurboHire, Taleo and iTAP** to streamline resume management and tracking, driving recruitment efficiency.

### Quantum, as HR Executive

April 2019 - October 2020

- Managed accounts on various recruitment platforms including **Naukri, Times jobs, indeed, Monster**. And basic exposure on LinkedIn
- Collaborated with senior management to identify strategies, propose improvements and make recommendations for optimization.
- Conducted training sessions for HR Trainees on recruitment processes and administration.
- Assigned and supervised HR Trainees in various tasks, ensuring their professional development.
- Handled attendance and leaves manually, managed payroll and bonuses using MS Excel, and oversaw documentation, onboarding, as well as attrition management through exit interviews and employee engagement.
- Managed HR Generalist activities within the organization, ensuring compliance and efficiency.
- Successfully recruited large numbers of freshers and experienced candidates for sales profiles, meeting aggressive hiring targets.
- Supported current & future business needs through the development, engagement, preservation and motivation of HC.
- Acted as a bridge between management and employees, ensuring effective communication and resolution of issues

### Administration

September 2016 - March 2019

- Family Business (Informal Experience)

## INDUSTRY EXPOSURE

• Finance - Audit & Accounting Firms • Investment Banking • Internet & Ecommerce (Including Quick commerce) • Analytics • IT & Consulting • Retail • Ride hailing • Telecom • Hospitality • Security Automation • Pharma-Tech • EdTech • SaaS • Media

## CERTIFICATIONS

- Naukri Maestro Recruiter 2023

**EDUCATION** - Lady Brabourne College, University of Kolkata | B.A - Political Science | 2013 – 2016

## ACHIEVEMENTS & ACTIVITIES

- Awarded as the 'Backbone of the Company as an HR 2019.
- Organized multiple events for the company