



Sanchari Roy

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Profile

A highly motivated Talent Acquisition professional with experience in end-to-end recruitment processes specialising in sourcing, interviewing, and hiring top talent across diverse industries. Passionate about driving organizational success by identifying and attracting high-quality candidates and ensuring a seamless recruitment experience by using innovative tools and strategies to meet recruitment targets and build diverse, high-performing teams.

Education

MBA (Human Resource) Netaji Subhash Engineering College	2015 Kolkata
B.A in English Sivanath Sastri College	2013 Kolkata
Higher Secondary (WBCHSE) Carmel High School	2010 Kolkata
Secondary (WBBSE) Nava Nalanda High School	2007 Kolkata

Professional Experience

Recruitment Consultant (Assistant Manager - Talent Acquisition) Magicbricks Realty Services (Times Group)	Mar 2024 – Nov 2024
<ul style="list-style-type: none">• Develop and implement strategies to acquire and retain talent.• Monitor trends and developments in the recruitment industry and manage the recruitment process ensuring timely and efficient candidate flow• Liaise with hiring managers to understand their talent requirements and provide timely update on the progress• Lead and supervise team of 6 recruiters for the implementation of the growth agenda through appropriate training, motivating and deployment strategies in hiring, to reach their productivity and profit level as per organisational demand.• Screen resumes and coordinate initial candidate assessment and interview with hiring managers, ensuring a smooth and efficient process.• Proficient in using ATS Keka for applicant tracking, candidate management, and onboarding.• Manage recruitment campaigns, digital and print advertising, and job postings.• Collaborate and manage with vendor agencies, providing clear requirement and overseeing the quality of submitted candidates• Analyze data to identify recruitment trends.• Create and monitor recruitment metrics such as time-to-fill, cost-per-hire, etc.• Provide guidance to managers and employees regarding recruitment policies and procedures.• Prepare recruitment and onboarding reports.• Manage salary negotiations, present job offers, and facilitate the offer acceptance process.• Collaborate with HR staffers and other departments to ensure a seamless onboarding process for new hires	

Talent Acquisition Specialist

Jul 2023 – Dec 2023

Pactap India (Aero Business Solutions)

- Managed the hiring processes within the company, dealing with matters including writing adverts, reviewing CVs, interviewing and selecting candidates.
- Work with outside headhunters and staffing agencies to identify new talent
- Provided support to employees with various HR-related issues and liaised with heads of department to find resolutions.
- Guiding new hires in digital onboarding process to ensure error free working
- Determined HR department budget and controlled expenditures for optimum resource allocation.
- Implemented team building activities to enhance positive working environments.
- Developed HR strategies and initiatives, aligning with overall business strategy.
- Managing employee life cycle on HRMS including appointment letters, employee confirmations, probation extensions, transfer, appraisal, increment and awards
- Designing and organizing Induction programs for new hires as per defined schedule
- Promote the company's HR programs to create a positive work environment.
- Used innovative and efficient techniques to source candidates internally and externally, working with third-party suppliers and agencies.
- Promoted company career page, generating wide-ranging interest in company to attract appropriate candidates.
- Streamlined candidate tracking, interview scheduling, and onboarding workflows through ATS GreytHR
- Identified recruitment areas in need of improvement and recommended strategies to address and resolve issues.
- Managed lifecycle talent acquisition processes, from initial job promotion to staff onboarding.

Lead - Talent Acquisition

May 2019 – Jun 2023

Ubique Systems pvt ltd.

- Working on requirements on all senior Non IT an IT hiring requirements
- Managing stakeholders and leading client delivery of the team for specific requirements, Eg Non-IT /Non-Technical and Technical/ IT roles
- Lead and supervise team of 10 recruiters, motivating and training them to achieve their targets and giving them recruitment knowledge on different requirements to achieve increased revenue.
- Execute updated organizational strategies and policies
- Establish clear objectives for the human resources department and effectively monitor their progress based on smart metrics
- Supervise internal HR workflows and all work related to databases
- Lead and educate managers and junior staff about important HR procedures and SOPs
- Suggest new digital tools for the human resources department to address departmental needs, such as performance review tools
- Overlook and lead the HR department's recruiting strategy and oversee all important details of the hiring procedures
- Managed end-to-end recruitment processes using ATS platform - Workable
- Train employees by establishing smart training programs and carrying out important orientation activities
- Help resolve major employee grievances and counsel employees and supervisors on employee relations issues
- First level end-control - CVs matching requirements in terms of experience, location, CTC

HR Recruiter

Jan 2017 – Nov 2018

Yellowbox HR Services

- Experience into both lateral and bulk hiring for clients like HCL, Flipkart, Willis Towers, Watson, Amazon, Genpact
- Overall responsibility for talent acquisition in line with provided job specification.
- Sourcing of profiles from job portals like Monster, Naukri, LinkedIn, Google
- Explore alternative sources of hiring to ensure position closure.
- Coordinate with various stakeholders for the interviews.
- Selling opportunities to the candidates. Briefing them about the profile, role and the company
- Sharing profiles to the hiring managers for shortlisting process
- Initiate salary negotiation with the candidates. Rolling out the offer to the candidates
- Ensure the positions are closed with the SLA (service level agreement)
- Share necessary inputs related to the joining of the candidate with the new joining process

HR Generalist

Jun 2015 – Jan 2017

Power Link Equipment

- Maintaining employees' personal files and database.
- Coordinating in Employees Induction
- Preparing various letters like offer letter, confirmation letter, experience/service certificate, relieving letter.
- Employees exit process.
- Employee details updating on Human Resource Information system (HRIS).
- Successfully managing Pre & Post Recruitment process, Performance Management,
- Employee Relations, Training & Development.
- Experience of developing employees' handbook in mutual interest of employer and employees.
- Co-coordinating in employee on-boarding, joining formalities.

Internship - Training and Development

Jun 2014 – Jul 2014

Berger Paints India Ltd.

- Conducted job evaluation surveys.
- Identify and assess training and development needs.
- Overseeing the training of individuals or groups of labours.
- Ensuring the labours have all the safety measures.
- Designing and assessing training programmes.

Skills

Business Skills

Relationship Building, Adaptability, Interpersonal Skills, Communication Skills, Recruitment Process, Hiring Management, Employee Relations, Grievance Management Work Conflict Resolution

Technical Skills

Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Outlook, HRMS, Naukri Portal, TimesJob, Monster.com

Extra Curricular Activity

- Organized cultural events in college.
- Actively participated and won prizes in extra-curricular activities such as painting in School
- Actively involved in playing and participating in school sports events.
- Exploring and travelling new places.

Languages

English

Hindi

Bengali