

CONTACT

Pritam Debnath

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OBJECTIVE

An experienced HR Recruitment professional seeking a responsible position that will use my diversified experience and knowledge and provide me a suitable role for better experience & stability.

EXPERIENCE

Oct-2023 - Till date

- **HR - Recruitment Executive**
Genpact India (Payroll: Quess)
 - Handling end to end recruitment process (Non-IT).
 - Meeting with business/operations team, understanding requisition, sourcing, managing physical and virtual interview drives, closing offers including salary negotiation, filling multiple forms on portal, approvals, etc.
 - Worked on ERP tools like Taleo, Avature, TYDY for recruitment purpose.
 - Managing large number of database in excel for talent pipeline (sourcing) and offers.
 - Have been selected for new projects to complete within short TAT. (Bulk and niche hiring)
 - Campus: Temporarily handled northeast campus placement for short period of time.

July 2023 - Oct 2023

- **Short break**
Family Emergency

April 2023 - July 2023

- **Talent Acquisition Specialist**
Phoenician Medical Center India Pvt Ltd (US Healthcare)
 - Meeting with director and managers for ongoing recruitment process.
 - Identifying staffing needs and Responsible for complete in-house hiring cycle including sourcing, pre-screening, head hunting, conducting telephonic interview, conducting interviews for all levels.
 - Cold calling candidates for pre-screening/sourcing. Mass mailing and job posting at available job portals.
 - Arranging documents for onboarding, coordinating with candidate till on-board.
 - Building references from various sources.
 - Managing database of candidates for whole recruitment process and future references.
 - Publish trackers to respective Manager and director on daily/weekly/monthly depending on the requirements.
 - Sourcing for US Healthcare profiles like whole RCM process (Revenue Cycle Management), AR, Medical Billing, Medical Coding etc.

July 2021 - March 2023

- **Senior HR Recruiter**
Mark Makers Consultancy Services Pvt Ltd
 - Responsible for complete hiring cycle including sourcing, pre-screening, head hunting, conducting telephonic/personal interviews, checking references, negotiating compensation, follow up with the candidates till joining.
 - Cold calling candidates for better understanding of their experience & references.
 - Decent expertise in bulk & niche hiring. Quickly adaptable to new profiles.
 - Sourcing the relevant profiles through various job portals, Naurkri, LinkedIn & References etc. in stipulated time frame.
 - MIS & Dashboard Daily/Weekly/Monthly Reports.
 - Responsible for Internal in-house hiring and client's staffing needs.
 - Training new employees, showcasing roadmap of human resource, leading the team, setting up target for better performance.
 - Looking after attendance, increment, business meeting for growth & diversification.
 - Having major sourcing experience into Non-Technical profiles such as- Finance & Accounts, Procurement, Operations, BPO, Sales, US Healthcare. Minor experience into Technical profile.
 - Understanding client's recruitment needs and requirements, sourcing qualified candidates to met up their requirements.

EDUCATION

- 2024-2026 (Pursuing)
 - **Jain University**
MBA (HR)
Online mode
- 2019-2022
 - **Public College of Commerce (Nagaland University)**
Bcom (Accounts & Finance Hons)
- 2017-2019
 - **Pranab Vidyapith Hr Sec School**
Intermediate (Commerce)

SKILLS

- Recruitment
- Bulk Hiring
- Taleo
- Avature
- TYDY
- Human Resource management
- Decent Communication
- Marg Software
- Basic photoshop
- Microsoft- Excel, Word, PowerPoint

LANGUAGES

- Bengali
- Hindi
- English
- Nagamese (Dialect)

PERSONAL DETAILS

- Date of Birth : 01- June- 2000
- Marital Status : Unmarried
- Gender : Male
- Permanent Address : Half Nagarjan, Dimapur, Nagaland 797112