

NABANEETA DUTTA

Talent Acquisition Lead | Strategic Hiring | Process Optimization | Leadership Development

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EXPERIENCE

Principal Talent Acquisition

Zyoin Web Pivate Limited

📅 Dec 2021 – Jun 2024

📍 Bengaluru

- **Principal Talent Acquisition** Nov'23 - Jun'24
 - Managed the full end-to-end recruitment cycle by leading a team of five recruiters and maintaining a 95% role fulfillment rate.
 - Initiated regular recruitment meeting rhythms with clients, leading to a 40% increase in positive client feedback.
 - Improved the applicant tracking workflow, resulting into a more efficient candidate management process and a 30% reduction in time-to-hire.
 - Spearheaded business development strategy with senior leaders (CEO, VPs) that aligned talent acquisition with business goals.
 - Developed a 3-weeks comprehensive training program for fresh recruiters improving candidate screening and response rates.

- **Senior Talent Acquisition** Jun'22 - Oct'23
 - Developed and executed tactical sourcing and recruiting strategies leading to a 30% higher candidate pool.
 - Served as the single POC for 30+ clients with regular connects with the clients and upper management.
 - Recruited for over 150 positions annually spread across 30 clients with 20% YOY improvement in role closures.
 - Directed the Associate TA Specialists daily workflow resulting in significant improvement of the weekly SLAs.
 - Explored the market best practices in the recruitment and staffing and implemented appropriate best practices.

- **Associate Talent Acquisition** Dec'21 - May'22
 - Sourced and built longlists and pipelines of 10,000+ talents aligned to specific job requirements and skill categories.
 - Screened, interviewed and assessed candidates, acting as the liaison between the candidate and client throughout the process.
 - Executed a social media recruitment campaign that increased our digital presence and resulted in a 10% uptick in applications.
 - Partnered with hiring managers and HR representatives to prepare and present offers of employment.
 - Implemented process improvements in candidate screening, boosting the retention rate by 15% in the first year.

Recruitment Executive

K12 Techno Services Private Limited

📅 Nov 2019 – Dec 2020

📍 Bengaluru

- Overseen end-to-end non-tech hiring from Leadership to Entry level for 80+ positions across 3 branches and corporate.
- Ensured quality control of in-house applicant tracking system hosting 300+ candidates processed through multiple stages of hiring.
- Supervised employer branding capabilities through comprehensive analysis of 100+ Glassdoor reviews.
- Co-ordinated policy and employee relations review of 50+ new employees alongside Human Resources Operations team.

EDUCATION

PGDM - Marketing and Finance

Ramaiah Institute of Management

📅 2017 – 2019

📍 Karnataka

Bachelor of Commerce

G.S.Lohia Girls' College

📅 2013 – 2016

📍 Assam

SKILLS

Full-Cycle Recruiting Leadership hiring

Candidate Experience Enhancement

Recruitment Strategy Development

Client Relationship Management

ACHIEVEMENTS

- **Zyoin | Ultimate Team Player Award**
Reduced Time-to-Hire: For dramatically increasing recruitment efficiency by cutting time-to-hire by 30%
- **Zyoin | Customer Delight Award**
Increased quality of hires: For enhancing client satisfaction by increasing resume selection ratio by 20%
- **Zyoin | You Rock Award**
Enhanced applicant collection: For successfully launching social media campaign leading to faster candidate selection
- **Zyoin | Positivity Queen Award**
Improved team dynamics: For raising the team's annual rating at AVP level by 10% and higher employee retention

HOBBIES

Listening podcasts Reading books

Watching TV series Art & Crafts

Calligraphy Cooking