

CHAYAN SARKAR

TALENT ACQUISITION SPECIALIST

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Objective

Detail-oriented and driven HR Recruiter with 2.9 years of experience in identifying, sourcing, and attracting top talent across diverse industries. Skilled in using innovative recruitment strategies and building strong relationships with candidates to meet the company's hiring needs. Seeking to contribute to the success of Genius Consultants Limited by leveraging my expertise in talent acquisition and commitment to creating a seamless hiring process.

Skills & abilities

Talent sourcing, interviewing, communication, negotiation, relationship building, time management, analytical skills, tech savvy, understanding job requirements, active listening, problem-solving, adaptability, confidentiality, networking, cultural awareness.

Experience

GENIUS CONSULTANTS LIMITED.

Corporate HR | April 2023 – Till Now

- Manage corporate HR functions for Genius Consultants, emphasizing in-house recruitment.
- Develop and implement effective recruitment strategies to attract and hire top talent.
- Create and post job advertisements on various platforms to reach a wide audience.
- Use multiple sourcing techniques, including social media, job boards, and networking, to identify potential candidates.
- Build and maintain strong relationships with hiring managers, candidates, and external partners.
- Ensure a positive candidate experience throughout the recruitment process, from initial contact to onboarding.
- Track and analyze recruitment metrics to evaluate the effectiveness of hiring strategies and make improvements.
- Assist in the onboarding process to ensure new hires have a smooth transition into the company.
- Promote the company's brand and culture to attract high-quality candidates.
- Successfully closed pan india recruitment for client SBIC within 3 months.

FASTINFO LEGAL SERVICES PRIVATE LIMITED

HR RECRUITER | April 2022 – March 2023

- Conduct thorough job analyses to identify the skills, qualifications, and experience required for legal positions.
 - Identify potential candidates through job portals, social media, referrals, and networking events specific to the legal industry.
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- Collaborate with external vendors and recruitment agencies to support bulk hiring efforts.
 - Provide regular updates and reports on the progress of bulk hiring projects to senior management.
 - Train and support junior recruiters or temporary staff involved in the bulk hiring process.
 - Profile worked for – Customer Service Associate, Lawyers, CSAs, Accounts

SHRIRAM TRANSPORT FINANCE COMPANY LIMITED

RELATIONSHIP EXECUTIVE | SEP 2017 – AUG 2021

- Building relationships with potential customers and understanding their vehicle financing needs.
- Explaining the features, benefits, and terms of various vehicle loan products.
- Negotiating loan terms and conditions to meet customer needs and achieve sales targets.
- Assisting customers with completing loan applications and gathering necessary documentation.
- Evaluating customers' creditworthiness and working with underwriting teams to secure loan approvals.
- Staying informed about market trends and competitor offerings to provide competitive loan products.
- Tracking and reporting sales performance and customer feedback to management.

Education

BURDWAN UNIVERSITY

BURDWAN | MBA – HR / 2017

Earned a 8.8 GPA and completed relevant coursework in Human Resource Management

Communication

Excellent communication skills enable me to collaborate with clients, stakeholders, and cross-functional teams to deliver high-quality results.

Achievements

Successfully hired 50 employees for Client SBIC within 2 months

Performer of the year 2023-2024

References

Neha Chakraborty

HR Manager | Fastinfo Legal Services Pvt Limited