

# AKASH CHANDA

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**Current Address:** Sector 70, Noida, Uttar Pradesh, 201307.

## PROFESSIONAL SUMMARY

Dynamic and results-oriented HR professional with 3.1 years of experience in recruitment and HR operations. Adept at managing full-cycle recruitment processes, from sourcing and screening candidates to offer negotiation and onboarding. Strong ability to identify top talent across various industries and roles, with a proven track record in driving efficient recruitment strategies and improving candidate experience. In addition to recruitment expertise, well-versed in HR operations, including employee records management, HR compliance, and process optimization. Known for being a collaborative team player, committed to enhancing organizational effectiveness through streamlined HR practices and fostering a positive work culture. Skilled in leveraging HRIS tools to drive HR decisions and improve operational efficiencies.

## EMPLOYMENT HISTORY

### ❖ Technical Recruiter Artech LLC (September 2024 – Present)

#### Roles And Responsibilities:

- Utilize various platforms such as LinkedIn, job boards, and social media to identify and engage potential candidates.
- Leverage Artech LLC's internal database to source candidates.
- Conduct proactive outreach to passive candidates through networking, referrals, and industry events.
- Collaborate with hiring managers and team leads to understand technical requirements and role specifications for open positions.
- Assist in developing and refining job descriptions to attract the right talent.
- Conduct initial phone screens to assess candidates' technical skills, experience, and cultural fit.
- Schedule and coordinate interviews with hiring managers, ensuring a smooth interview process.
- Administer technical assessments or partner with technical team members for skills evaluation.
- Build and maintain strong relationships with candidates throughout the recruitment process, ensuring a positive candidate experience.
- Provide feedback and updates to candidates on their application status and next steps.
- Maintain a pool of qualified candidates for future hiring needs.
- Engage with potential candidates early, nurturing relationships for future opportunities.
- Work with hiring managers and candidates to negotiate offers and ensure alignment between candidate expectations and company policies.
- Coordinate the offer process, including preparing offer letters and supporting documentation.
- Gather feedback from candidates and hiring managers to improve the recruitment process.
- Identify areas of improvement and implement strategies for process optimization and candidate experience enhancement.
- Ensure adherence to all legal and ethical standards throughout the recruitment process.
- Maintain accurate and up-to-date records of candidate interactions, interviews, and placements.
- Work closely with HR, hiring managers, and other internal teams to meet the company's hiring goals.
- Collaborate with senior recruiters for complex or high-priority hiring initiatives.
- Worked on Clients: IBM, Ford, World Bank, Kyndryl, ISpace / Eliptico.

❖ **Senior Recruiter**  
**NLB Services Pvt Ltd (February 2024 – August 2024)**

**Roles And Responsibilities:**

- Conducting full-cycle recruitment processes, including sourcing, screening, interviewing, and placing candidates for various positions within the organization.
- Developing and implementing effective recruitment strategies to attract top talent, utilizing job boards, social media, networking, and other relevant channels.
- Building and maintaining relationships with hiring managers and department heads to understand their staffing needs and requirements.
- Collaborating with the HR team to streamline recruitment processes, ensure compliance with company policies and procedures, and maintain accurate candidate records.
- Providing guidance and support to hiring managers and interview panels throughout the selection process, including conducting debrief sessions and making recommendations for candidate selection.
- Negotiating offers, managing candidate expectations, and facilitating the onboarding process for new hires.
- Keeping abreast of industry trends, best practices, and legal requirements related to recruitment and employment, and implementing necessary updates or changes as needed.
- Worked for various clients such as : NTT Data, IBM, Global Logic, Micron, Kellton, Delta Airlines,Cognizant, etc.

❖ **Talent Acquisition Partner**  
**Koantek Cloud and AI Services Pvt Ltd (February 2023 – September 2023)**

**Roles And Responsibilities:**

- Responsible for IT Recruitment (Data Engineers, Data Scientists, DevOps Engineers, Full Stack Engineers, etc) and Non-IT Recruitment (MRA, WFM, BDE, CSE etc) from Junior Level to Senior Level Profiles.
- Collaborate with hiring managers and stakeholders to understand the organization's talent needs, create effective recruitment strategies, and develop a pipeline of skilled candidates for data science, AI, and machine learning roles.
- Utilize various sourcing methods, such as job boards, social media, professional networks, and talent databases, to identify and attract top-notch data science and AI/ML professionals.
- Conduct initial screenings and assessments to evaluate candidates' technical skills, domain knowledge, and cultural fit with the company.
- Organize and schedule interviews between candidates and interview panels, ensuring that all stakeholders are informed about the process.
- Ensure a positive and professional candidate experience throughout the recruitment process, promptly providing feedback and updates to candidates.
- Promote the company's reputation as an attractive employer in the data science and AI/ML industry through various channels and interactions with candidates.
- Stay up-to-date with industry trends, salary benchmarks, and competition to offer competitive compensation packages and maintain a strong talent acquisition strategy.
- Negotiate and extend job offers to selected candidates, ensuring that the terms align with company policies and industry standards.
- Collaborate with the HR team to facilitate a smooth onboarding process for new data science and AI/ML hires, ensuring they have the necessary resources and support.
- Analyze recruitment metrics and key performance indicators to assess the effectiveness of recruitment efforts and identify areas for improvement.
- Build and maintain relationships with potential candidates and passive job seekers to create a robust talent pipeline for future hiring needs.
- Work closely with hiring managers, HR, and other team members to understand business requirements, align recruitment efforts, and ensure a seamless hiring process.
- Stay informed about relevant labor laws and regulations related to hiring and recruitment to ensure compliance and minimize legal risks.

## ❖ **Staffing Specialist**

### **Pylon Management Consulting (August 2021 – August 2022)**

#### **Roles and Responsibilities:**

- Responsible for IT Recruitment (java, PHP, react, mean stack developer, etc) and Non IT Recruitment (sales, BDE, CSE etc) from Junior Level to Senior Level Profiles.
- Overseeing the entire hiring process and ensuring that every stage of recruitment runs smoothly.
- Scouting and recruiting prospective employees by using databases, social media platforms, and professional networks.
- Designing interview questions and screening procedures for individual positions.
- Work closely with clients to understand their staffing needs, business goals, and role requirements.
- Assist in developing clear and accurate job descriptions that align with client expectations and organizational needs.
- Regularly communicate with clients to understand shifting priorities and adjust recruitment strategies accordingly.
- Writing and posting job advertisements to appropriate job boards, print media, and digital platforms.
- Conducting interviews with candidates and assessing their skills, experience, and aptitudes for a position.
- Evaluating current recruitment strategies and determining areas of improvement.
- Developing new hiring strategies to improve the recruitment process.
- Assisting with the on-boarding of new employees.
- Creating hiring status reports for management review.
- Worked for clients such as: Epsilon, Nirman Technologies, RedDoorz, Havells, etc.

#### **AWARDS**

##### ➤ **On the Spot Achiever Award – Pylon Management Consulting (January 2022):**

Honored with the "On the Spot Achiever Award" for surpassing the monthly recruitment targets in January 2022. Demonstrated exceptional performance by not only meeting but exceeding assigned goals, contributing to the success of staffing initiatives and client satisfaction.

#### **EDUCATION**

<b>Degree / Certificate</b>	<b>Qualification</b>	<b>Institute</b>	<b>Board / University</b>	<b>Year</b>	<b>Aggregate % / GPA</b>
<b>B.Sc (Phy)</b>	Graduation	Jiwaji University	Jiwaji University	2017	Grade - A
<b>12<sup>th</sup></b>	Higher Secondary	Bholananda National Vidyalaya	CBSE	2014	70%
<b>10<sup>th</sup></b>	Matriculation	Assembly of Angels' Secondary School	ICSE	2012	84%

#### **TECHNICAL QUALIFICATION**

- Completed Computer Hardware and Advanced Networking Engineering from The George Telegraph Training Institute. (April 2017 to May 2019)

## CERTIFICATIONS

Certification Name	Issuing Authority
Naukri Maestro Recruiter	Naukri
Become a Recruiter / Headhunter Lean Six Sigma Certificate	Udemy
Diploma in Human Resource	Alison
Human Resource Management	Great Learning
ChatGPT for HR	Great Learning
HR Management	Oxford Home Study Center OHSC
Tech Recruitment Certified Professional	DevSkiller
Tech Recruitment +	DevSkiller
Certified Tech Recruiter	Hirist.com
Human Resource Management	Brentwood School, UK

## SKILLS

- Technical Recruitment
- IT Recruitment
- Non-IT Recruitment
- Mass Hiring
- HR Operations
- Advanced Excel
- V-Lookup
- Relationship Building
- Sourcing and Networking Negotiation
- Time Management
- Bulk / Volume Hiring
- Mass Mailing
- US IT Recruitment
- Head Hunting
- Office 365
- Oracle HCM
- Applicant Tracking System (ATS): Job Diva, Smart Recruiter, SAP Success Factor, Cleared Talent, Trello, Zoho Recruit, IBM CSA.

## PERSONAL DETAILS

- **Date of Birth:** 19.10.1995
- **Gender:** MALE.
- **Languages Known:** English, Bengali and Hindi.
- **Father's Name:** PIJUSH CHANDA.

I hereby declare that all the information given above is true and correct to the best of my knowledge.

Date:

Signature: