

TANUSHREE ROY

Krishnapally(near kalyan sangha),English Bazar Po+Dis- Malda 732101, West Bengal	Phone: 8617452160 Email: rtanushree73@gmail.com
--	--

Skills

- Proven work experience as a Talent Acquisition Specialist (IT Recruiter)
- Familiarity with social media, resume databases and professional networks
- Hands-on experience with full-cycle recruiting using various interview techniques and evaluation methods
- Knowledge of Applicant Tracking Systems (ATSs)
- A keen understanding of the differences between various roles within organizations

Education

Course	Institution	Year
MBA (HR & Finance)	CMS Business School, Bangalore (Jain University)	2019 - 2021
B.A (Psychology, Literature, Mass communication)	Acharya Institutes, Bangalore (Bangalore University)	2016 - 2019
Class XII	Malda Girls' High School (W.B.C.H.S.E)	2016
Class X	Malda Girls' High School (W.B.B.S.E)	2014

Work Experience

- 1.8 months full time work experience as **Talent Acquisition Executive** at **Scaler Academy, InterviewBit (IT Recruitment)**

Roles and Responsibilities:

1. End-to-end recruitment: Sourcing to onboarding candidate
2. Identify specific and high-performing candidates that will enhance the culture of the company
3. Maintain data
4. Job postings
5. Handling client onboarding calls
6. Provide support and direction to the Business Development team
7. Provide direction to the efforts in the concerned domain at Interviewbit
8. Plan interview and selection procedures, including screening calls, assessments and in-person interviews
9. Determine selection criteria
10. Assess candidate information, including resumes and contact details, using our Applicant Tracking System
11. Organize and attend job fairs and recruitment events
12. Forecast quarterly and annual hiring needs by department ETC.

- 2 months internship experience as a **Talent Acquisition Executive** at **CarePro Global**

Roles and Responsibilities:

1. Sourcing potential candidates through online channels (e.g. social platforms and professional networks)
2. Design job descriptions and interview
3. Lead employer branding initiatives

Academic Project

- Completed an Organization Study from East End Silks PVT LTD, West Bengal

Academic Achievements

- Participated in 1 day training program in the field of business and economic development in MDIS, Singapore
- Runner up of Business Jigsaw Puzzle, Jain University

Additional Qualification / Certifications

- Certificate program on Coursera (Business English: Networking)
- Certificate program on Coursera (Types of Conflict)
- Certificate program on Coursera (Preparing to manage Human Resources)
- Certificate program on Coursera (Recruiting, Hiring and on boarding Employees)

Extra- Curricular Activities

- Participated in 1 day webinar on business and future sustainability opportunities and challenges
- Participated in 1day National Conference on Reflection of Identities in Media and Literature
- Participated in basic level training in Face Reading and Body language workshop
- Participated in intercollegiate Cultural Fest, Synapse.

Personal Information

- Date of Birth: 02-02-1998
- Gender: Female
- Languages known: English, Bengali, Hindi
- Hobbies: Reading books, singing songs, travelling.

Date: 16th May, 2023

Place: Malda (W.B) **Tanushree Roy**