

Swarna Chatterjee Bhattacharjee

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Overview:

Technical Recruiter with **6+ years** of experience with a knack for matching talent with opportunities.

- Experienced TA Specialist with a demonstrated history of working in IT industry.
- Currently employed as a Recruitment Specialist with Rockwell Automation.
- Skilled in Screening Resumes, E2E Recruitment, Technical Recruiting, Sourcing, Scheduling & conducting Interviews.
- Proficient in finding and attracting the best talent for the global leader in industrial automation and digital transformation.
- Experienced in screening resumes, conducting interviews, sourcing candidates & managing the end-to-end recruitment process. Use logical search, Boolean search etc.
- Successfully filled multiple roles across various functions and levels, ranging from software engineers and developers to product managers and architect - IT Projects (E.g., IT, Project manager, Product Manager, Software Engineer, QA, Data Engineers, Field Service Engineers, Application Engineers, etc.) and Non-IT Projects (E.g. Finance, Business Process Analyst, Global Analyst Operations, Contract Manager, etc.)
- Professionally certified and practically displayed my knowledge, ethics, etiquettes & productivity.
- Objective is to provide a positive and engaging experience for both the candidates and the hiring managers, and to contribute to the growth and success of the organization
- Managed inhouse across businesses.

Work Experience:

Org Name	Tenure	Role	Details
Rockwell Automation	Jan'23 - April 25	Talent Acquisition Specialist	<ul style="list-style-type: none">• Inhouse Recruitment• Source & pipeline the Active & Passive candidates• Interview scheduling & coordination• BGV checks• Referrals• Internal hiring & contractual hiring• Relationship management with the 3rd parties
Plex Systems Inc	Feb'21- Jan'23	Recruitment Co-Ordinator	<ul style="list-style-type: none">• Stakeholder management• Conduct HR rounds with selected candidates• Scheduling interviews• General HR discussions
Consoaring Inc	Feb'20- Nov'20	Technical Recruiter	<ul style="list-style-type: none">• Preparing Job descriptions• Searching for qualified candidates using Naukri, LinkedIn, indeed, Dice, Monster etc.
ITDC	Jan'17- May'19	HR Associate	<ul style="list-style-type: none">• Offer letter drafting• Inter-department communication• Interview scheduling• Internal promotions
NGO	May'13- Jan'17	Administrative Assistant	<ul style="list-style-type: none">• Letter drafting, Preparing documents• Maintaining strict confidentiality regarding sensitive information and company matters• Scheduling & monitoring/coordinating meetings• Assisting teams with securing supplies

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| | | <ul style="list-style-type: none">• Calendar Management• Coordinating Travels• Answering phones, screening calls and managing emails and other communications.• Stakeholder/Client Management |
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Education:

SCHOOL /COLLEGE	LOCATION	YEAR	BOARD	SUBJECT
Maharaja Agrasen	DELHI	2015	I.G.N.O.U.	MA in Political Science
Janki Devi Memorial College	DELHI	2013	DELHI UNIVERSITY	BA (Hons.) in Political Science
Air Force School, Hindon	GHAZIABAD	2010	C.B.S.E.	Humanities
Air Force School, Hindon	GHAZIABAD	2008	C.B.S.E.	English, Math, Science, SST and Hindi

Responsibilities:

- Bridging and liaison between employees and management.
- Searching & sorting job applications - logical search, Boolean search etc.
- Search using tools like **Naukri, LinkedIn, indeed, Dice, Monster etc.**
- scheduling interviews
- Candidate Onboarding
- Candidate BGV initialization.
- Conducting & facilitating HR Discussions
- Conducting candidate interviews
- E2E hiring (including C2H)
- Facilitation of Freshers Training
- Resource Orientation
- Disciplinary action against employees
- ATS handling (Workday, Jobvite)

Personal Information:

- **DATE OF BIRTH** : 16TH SEPTEMBER ,1993
- **MARITAL STATUS** : Married
- **NATIONALITY** : Indian
- **RELIGION** : Hindu
- **FATHER'S NAME** : Late Shri ABHIJEET CHATTERJEE
- **MOTHER'S NAME** : Mrs. SHOBHNA CHATTERJEE
- **LANGUAGES SPOKEN** : English, Hindi, Bengali & Punjabi

Declaration:

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

Signature: Swarna Chatterjee Bhattacharjee

Place: Delhi - NCR