

## Nivedita Chowdhury

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Location: Kolkata, India

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Tech Mahindra Born Group

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MBA in HR with 7+ yrs of experience in core IT Recruitment and sourcing (Experience includes both Company and consulting). Currently working as Senior IT Recruiter/Lead Talent Acquisition Specialist (IT Recruitment, HR and end to end hiring) for **Tech Mahindra Born Group**. Worked in **IBM Software Lab as Senior Recruiter**. Strong skills of handling IT Recruitment, leadership recruitment, conducting bulk recruitment drives, training co-ordination, sourcing, Talent acquisition process, compensation negotiation and Operation Management. Strong experience in hiring IT Infrastructure, application and enterprise Software skills.  
AVAILABLE TO JOIN within 30 days.

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### AN OVERVIEW

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- ☞ MBA in HR & Marketing mgmt. with **7+ year of comprehensive IT recruitment and HR management experience** including people mgmt., leadership hiring, sourcing, project co-ordination, HR operations, recruitment, performance management, talent acquisition, employee welfare and training & development across the Banking,Service,construction and IT industry.
- ☞ Currently working with **Tech Mahindra Born Group, as Senior IT Talent Acquisition Specialist**
- ☞ Worked with **Orcapod Consulting Services, as Associate Manager IT Recruitment and HR**
- ☞ Worked with **IBM Software Lab, Bangalore as Senior Recruiter - Vendor and Contract staffing**
- ☞ Worked with a premier Consulting Services company head office in **Dubai,UAE** and branch offices across the Middle East countries as a HR Recruitment Executive.
- ☞ Key skills entail:
  - **Talent Acquisition**
  - **Employee Engagement**
  - **Performance Management**
  - **Compensation & Benefits**
  - **New Hire Orientation**
  - **Learning & Development**
- ☞ An effective communicator with excellent interpersonal, execution and negotiation skills.

### CORE COMPETENCIES

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- ☞ People and IT recruitment project handling
- ☞ Solid experience in hiring IT Infrastructure, application and enterprise skills and talents
- ☞ Leadership hiring.
- ☞ Sourcing and head hunting the potential candidates across different skill levels..
- ☞ Planning human resource requirements in consultation with heads of different functional & operational areas and conducting selection interviews.
- ☞ Managing the complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements.
- ☞ Sourcing profiles by visiting job portals, candidate referrals, job posting and company database & screening the CVs, conducting HR validation & organizing campus drives for recruitments.
- ☞ Devising & delivering focussed induction training programmes to new employees & developing T&D initiatives for improving productivity, building capability and quality enhancement for existing employees.
- ☞ Managing performance appraisal process across the levels and establishing framework to link rewards with the performance management system.

### SCHOLASTICS

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- ☞ MBA (Human Resource Management & Marketing Management) from Heritage Institute of Technology and Management(Under West Bengal University of Technology), Kolkata (2 Years Full time Programme) in 2009 with First Class
- ☞ B.A. (Psychology) from Bethun College Kolkata, Calcutta University, West Bengal in 2006 with First Class
- ☞ 12th from Agartala, in 2003 with First Division.
- ☞ 10th from Agartala, in 2001 with First Division.

## PROFESSIONAL EXPERIENCES:

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### **Aug'21 – Present with Tech Mahindra Born Group**

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- ☞ Handling end to end IT recruitment for Tech Mahindra Born Group on E-Commerce, Cloud, Agile Technologies, UI, Frontend(React.js, vue.js, AEM), SAP Hybris, SFCC, .Net developers and architects, Sitecore, JAVA Fullstack etc.
- ☞ Sourcing highly talented candidates using social sites(LinkedIn, Facebook, WhatsApp Groups etc) and also through Naukri, monster sites. Generating leads from references.
- ☞ Co-ordinating with vendor to tie up with the company and to review CVs from them
- ☞ Scheduling interviews with the technical & HR panels for the candidates.
- ☞ Managing offer negotiation with candidate and co-ordinating with HR backend team for offer release including creation of offer proposal
- ☞ Daily reporting to Recruitment Head of India on the offer release and joining details and to understand the upcoming recruitment requirements.

### **Aug'15 – Jun'21 with Orcapod Consulting Services**

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- ☞ Handling various clients' IT(Including TCS, IBM, Capgemini, Huawei etc) recruitment requirement and successfully delivered.
- ☞ Handled team of more than 20 IT recruiters.
- ☞ Conducting interviews and screenings of the candidates
- ☞ Analysis and market research of the requirements.
- ☞ Handling niche skill recruitment for cloud Professionals(Architects and SMEs), Pega, Analytics, AI, ML, AEM development, Java Microservices, Redhat Cloud, Healthcare IT, Banking IT operations and production support, IBM Middleware, JAVA, J2EE, Mainframe, Datastage, Unix, AIX admin
- ☞ Handling sourcing and client relationships mainly into IT domain
- ☞ Handling resumes evaluation and quality checks.
- ☞ Scheduling interviews for the candidates with the clients.
- ☞ Developing & implementing strategies for screening/ recruitment.
- ☞ Following up with the candidates with the updates.
- ☞ Following up with the background verifications team.
- ☞ Imparting training and coaching the team to enhance their skills and achieve the team's and organisation's objectives more efficiently

### **Jun '12– Sep '13 IBM Software Lab, Bangalore**

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#### **Job Role:**

- ☞ Managing Vendors for IT recruitment and HR operations including PO generation
  - ☞ Managing Contract staffing for internal IBM requirements
  - ☞ Handling resumes evaluation and quality checks.
  - ☞ Scheduling interviews for the candidates with IBM managers.
  - ☞ Developing & implementing strategies for screening/ recruitment.
  - ☞ Following up with the candidates with the updates.
  - ☞ Following up with the background verifications team.
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**Job Role:**

- ☞ Handling staffing, recruitment, induction program and contract negotiations.
- ☞ Handling consultant for job search.
- ☞ Developing & implementing strategies for screening/ recruitment.
- ☞ Formulating & implementing increment, incentive & other remuneration policies.
- ☞ Handling transfers, annual revisions, full & final settlements across levels along with negotiating & amicably settling issues.
- ☞ Imparting training and coaching the team to enhance their skills and achieve the team's and organisation's objectives more efficiently.

**Significant Highlights:**

- ☞ Received outstanding contributions award for the organizational excellence.
  - ☞ Successfully introduced the New Hire Orientation programme and feedback mechanisms from the new hires.
  - ☞ Served as the key contributor in the visioning exercise entailing reinvention of the vision, core values, core purpose of the organization and translation into key strategies for short term as well as long term.
  - ☞ Upgraded the HR processes & procedures by introducing 'Employee Helpdesk'.
  - ☞ Appreciated and endowed with 'Made a Difference' award for setting up an efficient HR recruitment process.
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**IT Skills**

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- ☞ Proficient at Microsoft Office (MS Word, Excel, PowerPoint, Windows / XP Vista), Oracle CRM Service Module & Internet Applications.

**PERSONAL DETAILS**

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- ☞ Current Address : Newtown, Kolkata
- ☞ Date of Birth : 08th January 1986
- ☞ Passport Number : Z4619550
- ☞ Passport Expiry Date : 18-Mar-2028
- ☞ Work Authorization : India
- ☞ Languages Known : English, Hindi and Bengali

**Declaration**

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I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date: 07/09/21  
Place : Kolkata

Nivedita Chowdhury