

RIYA SARKAR

RECRUITER MANAGER

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ABOUT ME

I am a RECRUITER Manager specialist who has 2 years' experience in recruiting new employees according to specifications, retaining current employees and developing recruitment strategies, implementing systems for managing staff benefits.

SKILLS

- Headhunting experience
- Familiar with recruiter analytics tools
- High Interviewing skills
- Strong networking and communication skills
- Managing off boarding employees
- Team management

EXPERTIZE

- Communication
- Ability to Work Under Pressure
- Time Management
- Conflict resolution
- Leadership
- Adaptability
- Decision Making

SKILL'S



Social media skill

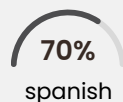
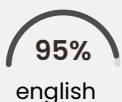


Copywriting and editing skill



Good communication and leadership

LANGUAGES



INTERESTS



WORK EXPERIENCE

HR Assistant/ Recruiter

fly2infinity

2023-2024

- Develop and update job descriptions and job specifications
- Post Ads on different hiring websites, Facebook, Instagram another hiring platform
- Review Candidates
- Schedule Interviews for HR
- Provide Feedback about candidates to HR
- Developing a good understanding of client companies, their industry, what they do, their work culture and environment.
- Using social media to advertise positions, attract candidates and build relationships.
- Headhunting - identifying and approaching suitable candidates who may already be in work.
- Maintains staff by recruiting, selecting, orienting, and training employees.

E commerce ,team leader

waycom

2022

- The product listing page provides
- customers with a visual overview of
- the
- products you sell, making it easier to
- browse your offering at a glance.
- Therefore, you need to ensure your
- PLPs are high-quality with easy
- functionality that enables customers
- to
- find what they need with minimum
- effort
- amazon & meesho

EDUCATION

2015-2021.

10TH BANIMANDIR RLY SCHOOL

2021-2023.

12 HIGHER SECONDARY

SILIGURI GIRLS'S HIGH SCHOOL

COMMERCE STREAM



Dear HR,

I am writing to express my strong interest in the position ...

With a two years of experience in recruiting and communications, I believe I have the skills and experience necessary to excel in this role.

In my current position at flyzinfinity , I have had the opportunity to develop and execute successful marketing campaigns across various channels including social media, email, and traditional advertising. protral , and i have skill in e-commerce product listing as well I have also contributed to the development of marketing strategies and worked closely with cross-functional teams to ensure successful execution.

I am excited about the opportunity to bring my skills and experience in this position and contribute to the success of the team. Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Best Regards,

