Ankita Bose

TALENT ACQUISITION SPECIALIST

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PERSONAL STATEMENT

Recruiter with 5 years of experience in end-to-end IT and product hiring for startups and a staffing firm, closing 90 to 110 positions a year. Skilled in Boolean sourcing on Naukri and LinkedIn Recruiter, offer negotiation, campus drives and ATS reporting, with average time to hire of 28 days for mid-level tech roles.

WORK EXPERIENCE

Talent Acquisition Specialist · *Finvista Technologies Pvt Ltd, Bengaluru* Jan 2023 – Present

- Own hiring for engineering, data and product roles across 4 business units, closing 104 positions in 2025 against a target of 95.
- Cut average time to hire for SDE II roles from 41 to 28 days by building talent pools and pre-booking interview panels each sprint.
- Raised offer-to-joining ratio from 71% to 86% with structured pre-joining engagement and counter-offer checks.
- Set up referral campaigns that now deliver 32% of technical hires and saved about ₹38 lakh in agency fees in one year.

Recruiter · *Talentbridge Staffing Solutions, Kolkata* Jun 2021 – Dec 2022

- Sourced and screened candidates for 12 client accounts in IT services, BFSI operations and sales using Naukri RMS and job boards.
- Made 60 to 80 screening calls a week and submitted shortlists within 48 hours of receiving a requirement.
- Closed 140 positions in 18 months, including bulk hiring of 45 voice-process associates in 3 weeks.

EDUCATION

PGDM in Human Resources · *Eastern Institute of Management, Kolkata* 2019 – 2021
Grade: 7.4 CGPA

BBA in Business Administration · *University of Calcutta affiliated college, Kolkata* 2016 – 2019
Grade: 68%

SKILLS

Naukri RMS | LinkedIn Recruiter | Boolean search | Lever ATS | Offer negotiation | Campus hiring | Interview scheduling | Hiring dashboards in Excel

CORE SKILLS

- End-to-end recruitment
- Stakeholder management
- Candidate experience
- Employer branding
- Data-driven hiring

CERTIFICATIONS

LinkedIn Certified Professional - Recruiter · *LinkedIn* Mar 2024

LANGUAGES

English · Fluent | Bengali · Native | Hindi · Fluent

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