



Sangeeta Deka

Senior Talent Acquisition Specialist

Bengaluru, India

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[↪ LinkedIn](#)

Skills

Talent Acquisition

End to end Recruitment

Stakeholder Management

Leadership

Effective Time Management

Fast Learner

Ability to Multitask

Communication Skills

Teamwork

Languages

English

Hindi

Profile

An accomplished professional with 8 years of experience in Talent Acquisition (IT Recruitment) including 3 years of experience in leadership hiring.

An effective communicator with analytical skills and ability to relate to people at any level of business and management.

Extensive experience in managing complete recruitment life cycle in IT Services Industry.

Expertise in Stakeholder Management, Account Management, In-house Recruitment & Team Management.

Worked closely with the Business Unit Head, Founders to strategize for fulfilling the upcoming requirements.

Employment History

Senior Talent Acquisition Specialist, LTIMINDTREE, Bengaluru

August 2021 – Present

- Responsible for end to end recruitment.
- Developed and executed recruitment strategies for diverse and underrepresented candidates.
- Analyzed hiring metrics to identify areas of improvement and develop strategies to increase efficiency.
- Developed and implemented innovative recruitment strategies that increased qualified applicant pool.
- Used applicant tracking systems (ATS) to streamline recruitment processes and reduce manual labor.

Skills hired for: Pega, Adobe Experience Manager, Big Data, Java, Boomi, Hadoop, Data Science, AI/ML, Salesforce, Adobe/Google Analytics, SEO's

Senior Recruiter, Mobile Programming LLC, Bengaluru

May 2020 – July 2021

- Established a network of industry contacts to source high-quality candidates for hard-to-fill positions
- Collaborated with hiring managers to gain a deep understanding of job roles and expectations

- Coordinated on boarding activities to ensure a smooth transition for new hires
- Constructed and executed targeted campaigns to attract top talent, resulting in a decrease in time-to-fill.
- Handled a team of 6 members.

Skills Hired For: Full Stack Developers, Android, IOS, SDK, Cocoa Touch, DBA, Net Framework, ASP.Net, C#.Net

HR Recruiter, GoodWork Labs, Bengaluru

June 2019 – May 2020

- Engaged extensively in complete client management and maintain the ongoing relationship of existing clients.
- Developing and executing comprehensive strategies to recruit senior level and niche candidates in limited candidate spaces for full time and contract positions.
- Extensively working for E-commerce, Retail, Telecom, Entertainment & Media and Embedded clients.

Skills Hired For: Business Development, Account/Marketing Manager, Architect, Open stack, Cloud foundry, Apache, Puppet, Chef, OpenShift, Jenkins, Chef, Docker, Cloud stack.

Accomplishment:

- Received SPOT AWARD for excellence in work.
- Appreciation from Co-founders, HR VP and Manager for excellent performance.

Worked for end to end recruitment for co-working space-provider GoodWorks Cowork, sister company of GoodWorkLabs.

- Well experienced with real-estate domain
- Managing the overall recruitment for all 7 centers

Staffing Consultant, UPGRADE HR Consulting Pvt Ltd, Bengaluru

January 2016 – May 2019

- Developed and maintained strong relationships with candidates to ensure access to quality talent.
- Developed and maintained relationships with key stakeholders to ensure a positive candidate experience.
- Collaborated with hiring managers to create job postings and source candidates with the right skills and experience.
- Constructed and executed targeted campaigns to attract top talent, resulting in a decrease in time-to-fill.

Clients: Verizon, Prime Focus Technologies, JC Penney, Centum Electronics, RedMart, PWC, Hubble Connected, Mu Sigma, Furlenco, NextGen, L&T Infotech, Toshiba, Get my parking, Bounce

Deputed to Client Place - Prime Focus Technologies, Redmart, Hubble Connected, Furlenco.

Education

MBA (Hr And Finance), Bangalore University , Bengaluru

June 2013 – July 2015