



Akhtar Nafisa Sultana

Personal Information

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Summary

Experienced Talent Acquisition Professional with a strong background in global recruitment across EMEA, LATAM, and APAC regions. Proven track record of sourcing and placing top talent for high-profile clients including Dell, HCL, TEVA, Accenture, and Tech Mahindra. Skilled in full-cycle recruitment, job description creation, candidate assessment, and interview coordination across various industries such as IT, Pharma, Banking, Telecom, and Manufacturing. Proficient in leveraging platforms like LinkedIn Recruiter, Ceipal, Monster, and AI tools (e.g., ChatGPT) to streamline sourcing and improve efficiency. Known for strong communication skills, strategic hiring approaches, and maintaining candidate engagement throughout the recruitment lifecycle.

Skills

- **ATS:-** Ceipal, SAP
- **Portals:** - Monster, LinkedIn recruiter, Naukri
- Sourcing, Screening, Shortlisting, Assessment evaluation, Scheduling interview,
- IT hiring, Non IT hiring, end to end recruitment, Onboarding, documents verification, pre onboarding, Visa verification, SAP utilization

Education

- MBA, Under Chandigarh university (CU)
Specialization: International Business marketing (2022-2024)
- B. Com (H) under 'Punjabi University' from Swami Vivekananda Institute of Engineering and Technology College (2019-2022)
- Class 12th from C.B.S.E board Kendriya Vidyalaya Amerigog, Assam, with 71%, pass out year 2019.
- Class 10th from C.B.S.E board Kendriya Vidyalaya Amerigog, Assam, with 7.4 C.G.P. A passing out year 2017.

Work Experience

Company: AVASO technologies

(2024 April-Present)

Position: Global Talent Acquisition executive (EMEA, LATAM, APAC)

Clients: Dell, HCL, TEVA, IFF, Air Canada, Worley etc.

- Handling end-to-end recruitment across LATAM, EMEA, and APAC regions, working on a rotational shift basis to support global time zones.
- Designed and implemented effective recruitment strategies tailored to regional hiring needs.
- Created and updated job descriptions and specifications; posted job ads on LinkedIn Recruiter and other sourcing platforms.
- Conducted job and task analyses to identify role requirements and align hiring goals with business objectives.
- Sourced talent through LinkedIn, job boards, internal databases, and referrals.
- Screened resumes and applications to shortlist high-quality candidates based on job fit.
- Conducted interviews using structured techniques to assess technical abilities, soft skills, and cultural fit.
- Verified candidate documents and ID proofs as part of pre-employment and compliance procedures.
- Maintained consistent communication with candidates from initial screening to successful onboarding.
- Provided regular recruitment analytics and reporting to internal stakeholders.
- Guided candidates through interview preparation and employer expectations.
- Acted as a central point of contact, ensuring a positive candidate experience throughout the hiring lifecycle.
- Managed detailed trackers for candidate submissions, interviews, and offer statuses.

Company: E-Solutions

(Aug-2022 to Mar-2024)

Position: Talent Acquisition Specialist, (APAC)

Clients: Accenture, TDCX, NTT DBS, Synechron, Sonata, Coforge, Sopra steria, Tech Mahindra, Avensys, etc.

- Responsible for preparing job description using AI (chat GPT), sourcing candidates using (monster, LinkedIn, Ceipal, data), pre-screen, evaluate skills and scheduling interviews for the right match.
- Negotiated and did closing of positions open in diverse business environments such as but not limited to IT, Pharmaceutical, Banking, Financial, Telecommunication,

Healthcare, Insurance, Manufacturing, Automotive, Media & Entertainment industries and more.

- Conducted behavioral and phone interviews and made recommendations to Managers on the most qualified candidates.
- Proficient in the use of the Sponsorship Assessment Tool (SAT) to accurately assess eligibility and compliance for sponsorship and work pass applications and assist clients in understanding the SAT calculations and help them navigate the application process, providing a high level of customer service and support.
- Source qualified passive and active candidates to fill open contract, contract-for-hire and permanent positions through cold-calling, referrals, internet searches, internet job boards, discussion groups and professional associations.

IG Enterprise

(Feb-2021 to Jul -2022)

Recruiter (Internal/ Domestic)

- Handled end-to-end recruitment for IT and non-IT roles across departments.
- Sourced candidates through LinkedIn, referrals, and internal databases.
- Screened profiles for skill fitness, experience, and cultural alignment.
- Coordinated interviews with hiring managers and technical panels.
- Managed internal job postings, referrals, and internal mobility processes.
- Maintained recruitment reports, ensured timely closures, and aligned with workforce planning.

Languages

- Hindi
- English
- Assamese
- Bengali

Computer Skills

- Professional LinkedIn Recruiter
- Outlook 365
- MS teams
- MS Excels

Certificates

- Fundamental of digital marketing (Certificate)

- Certified LinkedIn Recruiter (Certificate No: sd2p88j66hpe)
- Certified Naukri Maestro recruiter (ID-NMRP-0525-122415)
- Excel with LinkedIn Recruiter Assessment (Certificate)
- Certification in A+ End user computing
- Power BI (learning)
- Advance excel (learning)
- Certification course for business, finance and insurance by BAJAJ FINSERV (Certificate)
- Certificates in sports
- Basic AutoCAD knowledge

