

Ankita Mitra

Business Development Executive



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OBJECTIVE

Enthusiastic professional with practical expertise in React, PHP, and JSP-Servlets, committed to creating efficient, adaptable, and user-friendly software applications.

SKILLS AND INTERESTS

- ☐ Programming: Java, Python (Basics), C Programming(Basic)
- ☐ Database: SQL
- ☐ Framework: React
- ☐ Tools & Platforms: GitHub
- ☐ Web Technologies: JSP, Servlets, PHP, HTML/CSS (Basics), JavaScript (Basics)

PROFESSIONAL EXPERIENCE

CodersData LLC. Business Development Executive

Kolkata
February 2025 – December 2025

- Employing a variety sourcing methods, such as headhunting, job sites, LinkedIn, employee recommendations, and networking events.
- Examining cover letters and resumes in-depth in order to find suitable applicants based on job specifications.
- Establishing trusting connections with recruiting managers in order to comprehend their requirements and hiring priorities.
- Successfully Managed the full life-cycle of hiring processes, including sourcing, scheduling, offer release, and on-boarding for both contract-to-hire and permanent positions.
- End To End Recruitment: Involved in Requirement from Sourcing,Scheduling,Salary Negotiation till offer Release and onboard Resource.
- Resume screening and initial candidate assessment through telephonic and virtual interviews to evaluate technical skills, experience,and cultural fit.
- Worked on different employment status like W2/GC /US Citizens along with different Time Zone of the USA.
- Applicant Tracking System (ATS) management to maintain candidate pipelines, track requisitions, update hiring status, and ensureprocess compliance.
- Stakeholder collaboration with recruiters and hiring managers to understand role requirements,submit qualified candidate profiles, and support hiring priorities.
- Interview coordination and scheduling, ensuring alignment between candidates and interview panels, along with timely communication and feedback tracking.
- Candidate engagement and relationship management, including follow-ups, interview preparation support, and assistance during offer and on-boarding stages.

EDUCATION

Master of Computer Applications	August 2023 - June 2025
Brainware University	Kolkata, India
• 8.60 CGPA	
Bachelor of Computer Applications	December 2020 – July 2023
Techno Main Salt Lake	Kolkata, India
• 9.21 CGPA	
Higher Secondary (82.6%)	2019-2020
Madhyamik (59.3%)	2017-2018

CERTIFICATIONS

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| • Major Project (Graduation): | J2EE - Academy of Skill Development |
| • A Project on React (Masters): | Webguru Infosyatem - Academy of Skill Development |

PROJECTS

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- Project on Java Swing using Oracle server
-Topic: ATM Management System
 - Project on Data science
-Topic: Stock Prediction
 - Project on Java servlet
-Topic: E-commerce System
 - Project on Machine Learning
-Topic: AI in Law Enforcement

HOBBIES AND INTERESTS

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- Singing
 - Cooking