

Koushiki Mukherjee

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Work Experience

HR executive, Nineleaps, July 2023 - Present

Learning and Development

- Designed and implemented a comprehensive **training plan** for interns, enhancing their skills and accelerating their integration into the team.
- Implemented organization-wide **Skill Matrix** to mobilize skill mapping, streamlining the staffing process by efficiently matching talent to roles.
- Implemented **Managerial Development Program** initiative encompassing three progressive stages: Young Leadership Development Program, Managerial Development Program, and Leadership Development Program.

People Operations

- Orchestrated **engagement activities** to enhance cohesion and morale.
- Spearheaded ideation, design, planning, and implementation efforts to optimize **pre-onboarding and onboarding processes**, ensuring seamless experiences for new hires.
- Drafted and presented a comprehensive **Disciplinary action policy** document.

Talent Partner, Nineleaps

Experience in sourcing, recruiting, and onboarding top-tier talent across diverse industries, with proven expertise in optimizing recruitment strategies to enhance organizational growth and drive employee retention.

Human Resource Generalist Intern, WBSEDCL, May 2022 - July 2022

- **Implementation of SAP and ERP** for class II, III and IV employees
- Handled administrative duties, compensation, payroll management and appraisals

Human Resource intern (Work from home), Hedge, May 2022 - June 2022

Developing recent market trend flowcharts, writing for job descriptions, and designing KPIs.

Human Resource Associate, Jobs India Consultancy, Dec 2021 - Jan 2022

Scouting top-tier talent from the job market and building a candidate pipeline.

Education

BA (English Hons), University of Calcutta, Kolkata, July 2018 - Aug 2021

MBA in Human Resource, Christ University, Bangalore Aug 2021 - May 2023

Skills

Public Speaking | Employee Engagement | Excel | Stakeholder management |
Needs and Feedback assessment | Designing Preliminary Learning interventions | Recruitment

Projects

Guilds - Learning groups

Learning Bytes - Micro learning topics

Experience Vault - A career storytelling session for sharing professional journeys.