

Madhumita Bisht (Lucy)

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SUMMARY

Results-oriented Recruitment Professional with 5+ years of experience in Talent Acquisition & HR sector, delivering significant improvements in recruitment operations and strategic initiatives to achieve desired targets. Decreased time-to-fill for key roles by 60%, achieving 500% of team hiring targets through effective use of Applicant Tracking Systems. Seeking to drive operational excellence and exceed placement goals by leveraging expertise in talent acquisition and strategic recruitment planning.

EXPERIENCE

Team Lead - Recruitment

Cynet Corp

May 2024 - March 2025, Gurugram, Haryana

- Managed full-cycle domestic and US healthcare recruitment operations for the Gurugram office.
- Oversaw sourcing, screening, onboarding, payroll processing, and successful placements of healthcare professionals and internal recruitment staff.
- Executed Talent Acquisition Group (TAG) hiring initiatives, decreasing time-to-fill for entry to mid-level roles by 60%.
- Achieved 500% of collective team hiring targets.
- Utilized Applicant Tracking Systems (ATS) including JobDiva and Nexus Laboredge for profile management.
- Facilitated collaboration among recruitment teams to enhance candidate experience, resulting in expedited onboarding processes and improved client satisfaction.
- Directed strategic recruitment planning, fostering a collaborative environment to surpass placement objectives and enhance operational efficiency on a large scale.

Lead Recruiter / Team Lead

Mindlance

Sep 2022 - Apr 2024, Gurugram, Haryana

- Led both domestic and US healthcare recruitment operations for Gurugram and Noida locations.
- Managed the entire hiring lifecycle including sourcing, screening, onboarding, and payroll coordination.
- Directed TAG campaigns, reducing average time-to-fill by 30% across junior and mid-level roles.
- Cultivated long-term relationships with a wide network of healthcare professionals and partner agencies.
- Executed full-cycle recruitment for US-based healthcare and voice process roles.
- Successfully negotiated offers and proactively built pipelines of qualified passive candidates.
- Provided leadership and mentoring to new recruiters and junior managers.
- Enabled the team of 3 to achieve 1700% of targets within six months through performance coaching and goal setting.
- Used JobDiva and Nexus Laboredge ATS to ensure robust candidate tracking and compliance.
- Delivered high-caliber profiles highlighting core skills, EMR knowledge, clinical specialties, and licensing details.

Talent Acquisition Executive / Specialist

Cynet Corp

February 2021 - September 2022, Dehradun, Uttarakhand

- Facilitated end-to-end recruitment for US healthcare roles, including voice support and clinical positions.
- Developed and sustained professional relationships with healthcare workers and staffing partners.
- Negotiated compensation and built candidate pipelines with a focus on long-term engagement.
- Achieved up to 600% of individual performance targets.
- Leveraged JobDiva and Nexus Laboredge ATS platforms to identify and track suitable candidates.
- Spearheaded strategic hiring initiatives, aligning talent acquisition strategies with organizational goals to attract top-tier candidates in the competitive healthcare sector.

Technical Advisor

Concentrix

October 2018 - October 2019, Gurugram, Haryana

- Resolved inbound customer queries for a UK-based process in a high-volume call center environment.

- Conducted market research and contributed to the development of benchmarking reports for HR planning.
 - Collaborated with the Workforce Management (WFM) team for two months to support resource planning and avoid production downtime.
 - Advised customers on technical troubleshooting, ensuring swift resolution and enhancing their experience with product functionality.
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EDUCATION

MBA - HR & Operations

NMIMS Global • Pune • 2020 - 2022

B.Com (Hons)

Amrapali Group of Institutes • Haldwani • 2015 - 2018

SKILLS

End-to-End Talent Acquisition

TAG Leadership & Team Management

High-Volume & International Hiring

Domestic & US Healthcare Recruitment

CRM Tools (Zoho, Darwinbox, etc.)

Candidate Sourcing & Offer Negotiation

Recruitment Analytics & Reporting

Stakeholder & Client Communication

Client Acquisition

Stakeholder Management

JobDiva, Nexus Laboredge, Zoho, Darwinbox, greytHR, LinkedIn Recruiter, Facebook, Naukri, Indeed, Shine, MS Teams, Zoom, Slack, Google Chat
