

# Madhuri Shinde

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A versatile leader offering over 21 years of experience, accustomed to proven **technical and management skills**; targeting strategic-level job roles in **HR Talent Acquisition/ Project Management** with an esteemed organization

## Core Competencies

Strategic Planning & Leadership

HR Talent Acquisition

Project/ Program Management

Training & Development

Succession Planning

Employee Engagement & Relations

Performance Optimization

Change Management

Diversity & Inclusion

Vendor Management

Team Management

Employer Branding

Purchase Operations

## Soft Skills

- Planner
- Thinker
- Communicator
- Innovator
- Change Agent
- Collaborator

## Education

**2007 - 2008: MBA in Operations Management** from National Institute of Business Management, Chennai

**2000 - 2004: M.Com. in Business Administration** from Pune University, Maharashtra

**1998 - 2000: B.Com. in Business Administration** from Pune University, Maharashtra

## Profile Summary

- **Accomplished techno-functional professional** with a robust skill set in **Talent Acquisition, HR Operations, Project Management, Purchase Operations & Procurement Management** to drive transformative solutions.
- Hands-on exposure across all facets of Human Resources, including **Recruitment, Operations, Resource Management, Org Structure, Performance Management, Talent Planning, Training, Stakeholder Management, People Management, Compensation Benefits, Client Relationship Management, and Shared Services.**
- **Strategic personnel**; expert at **developing and implementing innovative recruitment frameworks**, leveraging technology and analytics to optimize hiring processes, enhance candidate experience, and ensure top-tier talent acquisition.
- Rich expertise in **spearheading end-to-end project management endeavors**, strategically guiding organizational success through **strategic planning & execution, stakeholder management, communication planning, project strategy, and roadmap design.**
- Proficient in **leveraging HR analytics tools like MS Office Suite, Naukri/ LinkedIn Recruitment, and Application Tracking System (ATS)** to drive data-driven decision-making, optimize talent management, and enhance organizational performance.
- **Trusted advisor to senior leadership**, offering strategic insights and data-driven recommendations to drive recruitment effectiveness, talent retention, and organizational agility in dynamic and competitive landscapes.

## Awards & Achievements

- Achieved remarkable efficiency by **completing recruitment and onboarding processes within a swift 15-day timeframe**, ensuring seamless integration of new talent and minimizing operational disruptions.
- Spearheaded the **management of a sizable talent pool of 30,000 individuals** to meet evolving business needs and drive organizational success.
- **Recognized as a document scrutiny expert**, leveraging meticulous attention to detail and analytical prowess to ensure accuracy and compliance in critical documentation processes, contributing to organizational risk mitigation and operational excellence.
- Led the **winning streak of the box cricket team as captain for three consecutive years**, showcasing exceptional leadership qualities and teamwork to secure victories and foster a culture of excellence.
- **Organized successful sports events**, demonstrating a passion for fostering a healthy and engaging work environment, enhancing employee morale and promoting team spirit across the organization.

## Work Experience

**June 2003 – Present | Maharashtra Knowledge Corporation Ltd. (MKCL), Pune**

**Growth Path:**

**Since April 2021 as Talent Acquisition Manager**

**Key Result Areas:**

- Spearheading the process of sourcing, screening, and onboarding of appropriate candidates from diverse sources such as job portals, internal references, and social networks as per specified requirements.
- Actively participating in technical recruitment processes, leveraging my experience in the field to effectively identify and evaluate potential candidates.
- Collaborating enthusiastically with Hiring Managers and team members to streamline and optimize the entire recruitment process.
- Assisting in budget allocations and conducting HR interviews, ensuring alignment with organizational objectives and requirements.
- Managing vendor relationships, overseeing 6-7 vendors individually, and ensuring timely tracking and submission of recruitment data and reports (MIS Reporting).
- Engaging with clients to understand their requirements, provide feedback, coordinate interviews, and facilitate joining formalities.

## Certifications

- **Certification Course in HR Generalist**
- **2023: Data Visualization with Power BI – Online Course** from Great Learning Academy
- **2023: HR Analytics Course** from CHRMP
- **2019: Six Sigma Yellow Belt, Online Course** on UdeMy
- **2019: Management Skills Certification** in Developing People, Leading Teams & Process Improvement, Online Course on UdeMy
- **2017: 21<sup>st</sup> Century Daily Life Skills** from MKCL
- **2017: Internal Auditor for QMS on ISO 9001:2015** from TUV SUD
- **2016: Implementer Course on ISO 9001:2015** from TUV SUD
- **2016: MS-CIT** from MSBTE, MKCL
- **2015: Soft Skills Course** by MCCIA
- **2002: Typing Certificate – 50 wpm** from MSBTE
- **2000: NCC 'C' Certificate** from NCC Battalion

## Personal Details

- **Date of Birth:** 2<sup>nd</sup> June 1979
- **Languages Known:** English, Hindi, and Marathi
- **Address:** Bibwewadi, Pune – 411037

- Formulating and implementing recruitment strategies tailored to attract relevant talent and meet organizational needs effectively.
- Leveraging expertise in offer making, negotiation, and explaining offers to candidates, ensuring a smooth transition from selection to onboarding.
- Managing various types of open positions, including mid-level, senior-level, and niche roles such as System Engineer, Engineering Manager, and Project Trainee, covering a wide range of skills.
- Managing the entire recruitment life cycle, encompassing sourcing, screening, scheduling, assisting in conducting Technical HR Interviews, documentation, and pre and post-joining formalities with meticulous attention to detail and efficiency.

### January 2020 - March 2021 as Project Manager

#### Key Result Areas:

- Felicitated the corporate partnerships and onboarding processes to facilitate student placements in companies while pursuing a 3-year BBA Graduation Course at IGNOU.
- Actively engaged in the pre-empanelment stage by identifying potential corporate partners and initiating discussions to gauge mutual interest and alignment.
- Actively involved in the empanelment of companies, ensuring that agreements were formalized and partnerships were established according to organizational guidelines and objectives.
- Provided post-empanelment support to companies, maintained regular communication, and addressed any concerns or requirements they had to foster strong, collaborative relationships.
- Played a pivotal role in the selection of candidates by liaising between companies and students, facilitating interviews, assessments, and ensuring a seamless matching process.
- Offered post-selection support to candidates, guided them through the onboarding process, and provided assistance with any queries or challenges they encountered.
- Managed the student life cycle, from initial engagement to placement, by providing guidance, support, and resources to ensure their success in securing opportunities with corporate partners.

### January 2016 – till date as Program Manager

#### Key Result Areas:

- Managed artistic content, overseeing team operations, workflow, and vendor relationships, including translation and voice-over agencies.
- Conducted proofreading to maintain consistency with in-house style guidelines.
- Assigned tasks to the team, tracked work progress, and generated reports for workflow management.
- Administered resource allocation for projects, optimizing time management to meet deadlines effectively.
- Led vendor management for translation and voice-over recording agencies, ensuring quality deliverables.
- Provided support for ticketing processes, facilitating smooth communication and issue resolution.
- Conducted thorough quality checks on eContent files to ensure accuracy and adherence to standards.
- Maintained and organized final files in the repository for easy access and retrieval.
- Motivated the team, fostering a positive work environment conducive to productivity and success.

### April 2008 - December 2015 as Purchase Operations/ Procurement Management

#### Key Result Areas:

- Proactively identified dependable vendors for purchasing and procuring assets in a cost-effective manner.
- Developed and implemented procurement planning strategies, modifying purchase strategies as needed and establishing effective methods.
- Planned funds of procurement & sourcing for optimal utilization of materials and maximum cost savings.
- Developed key strategies for purchasing materials from various sources and identified potential vendors/suppliers to achieve cost-effectiveness.
- Tracked and maintained inventory levels in the stores for all required items, ensuring completion of procurement and services required indent fulfillment within stipulated timeframes.

### June 2003 to March 2008 as Back-Office Operations - Pune University

#### Key Result Areas:

- Provided assistance for External Admissions at the University of Pune.
- Led the entire spectrum of back-office processes, from designing examination forms to conducting software quality checks and managing the complete exam life cycle.
- Led the entire admission process for external students in collaboration with various departments such as the Call Center, Scrutiny Department, and Data Management.
- Acted as a liaison between the technical team and customers, explaining customer requirements and contributing to the development of user-friendly websites.
- Conducted data processing, compilation, and management tasks like discrepancy and scrutiny of forms.