

# Pratibha Dutta

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Greater Washington DC Area

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## EXPERIENCE IN USA

### Human Resource Associate at [Axle Informatics](#)

Rockville, Maryland

March 2018—present

*Industry: Software/Scientific Staffing*

- Annually bringing in a pool of national and international student interns for positions across Axle.
  - Understanding the intricacies of H1B and OPT of international candidates.
  - Full life cycle recruiting--creating job descriptions, sourcing, cold calling, prescreening, and interview scheduling. Documenting the process for each applicant via ATS.
  - Areas where interns got placed--Bioinformatics, Robotics, Marketing, Business Development, Accounting and Human Resources
  - Mentoring, organizing social events for interns as well as day-to-day welfare
- Recruiting full-time positions for NIH, Bethesda Maryland.
  - Focussed on cutting edge scientific and software based positions.
  - Understanding (niche) technical requirements.
  - Full life cycle recruiting: creating job descriptions, sourcing, cold calling, prescreening, interview scheduling and reference checks.
  - Understanding the intricacies of H1B, TN, L1, G4, J1, F1 and OPT of International candidates.
  - Candidates hired in software development, research and management
    - Java, JavaScript, NodeJS, AngularJS, Python, Sharepoint, UI/UX, D3JS, Developers; DevOps and Robotics Engineers Graphic Designer; Project, Program and IT managers.
  - Candidates hired in corporate and managerial
    - Accounting Assistant, Financial Analyst, Business Development Assistant, Technical Content Writer, Corporate Recruiter, HR Generalist, Contract Level Program Manager, Program Manager and Executive Assistants.
  - Candidates hired in research and scientific positions
    - Laboratory Associate, Confocal Microscopy Specialist, Biologist, Scientific System Analyst, Health Science Analyst, Statisticians and Staff scientist

### Human Resource Associate at [Axle Informatics](#)

Rockville, Maryland

May 2015—Oct 2016

*Industry: Software/Scientific Staffing*

- Recruiting national and international student interns
- Recruiting for various technical full time positions
- In charge of timesheets and payroll processing.
- Organizing happy hour, company social events.
- Administering benefits program.
- In charge of employee travel approval and reimbursement from the NIH.
- Mentoring Human Resources student interns.

### Volunteer at [The Global Good Fund](#)

Arlington, Virginia

May 2013—May 2014

*Industry: Microlending*

- Developed employee handbook for U.S. employees. Recruited full-time and part-time employees. Written job descriptions, offer letters. Instituted onboarding processes for new employees.

## EXPERIENCE IN INDIA

### Human Resource Executive at Promaps

Nov 2011—Apr 2012  
*Industry: Manufacturing*

- Developed policies for recruiting, interviews, leaves. Authored employee handbook, performance management guidelines,
- Facilitated recruitment of 200 workers, engineers and general managers for a silver/zinc metallurgy plant in rural India.

### Human Resource Coordinator at Globaledge

Feb 2011—Aug 2011  
*Industry: Real Estate*

- Full cycle recruiting (including reference checks) sales and marketing workforce--telesales executives and managers

### Recruitment Officer at [Manpower Resource Center](#)

May 2010—July 2010  
*Industry: General Staffing*

- Recruiting for diverse set of positions, from staff engineers to CEOs and CTOs for verticals like textiles, business process outsourcing, banks to graphite electrode manufacturing

### Human Resource Intern at [Reliance Retail Ltd.](#)

May 2010—July 2010  
*Industry: Retail Staffing*

- Part of team that set up recruiting processes for new retail locations in central India.

## TOOLS AND TECHNOLOGIES

**Jobs Boards:** CIMS-ATS, Corporate LinkedIn(for recruiters), CareerBuilder, Indeed, Dice

**Communication:** Skype For Business, Slack, Outlook/Office365.

**Documentation:** Word/Office365, Powerpoint/Office365

**OS/Equipment:** Windows 10, Mac OS 10.13 (High Sierra).

## EDUCATION

**Dual Degree: Marketing and Masters of Business Administration in Human Resource**  
([Sikkim Manipal University](#)) and ([Indira Institute of Management](#)) *Pune, India*

May 2008—April 2010

**Bachelors in Science** ([Jiwaji University](#)) *Gwalior, India*

July 2004 — April 2007

**Cadet at** [National Cadet Corps \(NCC\)](#) *Gwalior, India*

August 2004 — July 2007

- Indian army attachment camp at military hospital, army training camp at officers training academy, [Indian Republic Day](#) camp in year 2006.