

MOUSUMI BASUMATARY

Ph-

9706902993

MAIL-

MOUSUMIB0904@GMAIL.COM

LINKEDIN-

<https://www.linkedin.com/in/mousumi-basumatary-93a844153>

PROFILE

Human resources representative with 7+ years of experience in managing employee benefits, employee hiring and onboarding, performance management and HR records. Updating HR policies and forecasting recruitment needs for the company. Reliable and organized team member with the ability to communicate effectively and handle office changes.

INTERESTS & HOBBIES

- READING
- TRAVELLING
- DANCE
- YOGA

KEY SKILLS

- Attendance and Leave management
- Handling Induction program
- Employee Performance
- Employee Engagement
- Recruiting & hiring talent
- Quality assurance
- Solid written & verbal communicator

WORK EXPERIENCE

HR Recruiter

SENWELL SOLUTIONS PVT LTD | PUNE, MH
2023 JAN - PRESENT

- Filling positions within an organization.
- Designing and implementing recruiting systems for the organization.
- Employee Performance
- Employee Engagement
- Developing own network of suitable candidates.
- Handling of administration and record-keeping.
- Working with organizations to develop a recruitment plan.
- Executing recruitment plans efficiently.
- Drafting and posting job descriptions.
- Interviewing candidates.
- Preparing job offers.
- Networking with various institutions and social media

HR COORDINATOR

J.K. SERVICES, CANON | GUWAHATI, AS
2016 – MAR – 2022 – JUN

- Maintaining an accurate record of employees
- Assisting with all HR-related queries and resolving employee questions
- Participating in the hiring process by conducting background checks
- Handing over employment contracts
- Assisting the HR Manager in conducting employee performance reviews
- Scheduling HR events and maintaining the HR calendar
- Organizing training sessions, workshops, and seminars

HR ADMINISTRATION

MAVERICK IT | GUWAHATI, AS

2015 – FEB – 2016 – FEB

- Preparing a detailed report of all HR activities
- Coordinating with the Accounting department with regards to payrolls
- Undertaking delegation of tasks
- Developing training curriculum, programs and evaluating employee engagement
- Suggesting improvements in the employment policies
- Performing orientation for new employees

EDUCATION

MASTERS OF BUSINESS ADMINISTRATION

HR & MARKETING

GAUHATI UNIVERSITY

JUN 2015

B. COM

BUSINESS MANAGEMENT

GAUHATI UNIVERSITY

JUN 2013

LANGUAGES

ENGLISH

HINDI

ASSAMESE

BENGALI