

**MadhumitaBarua**  
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### SNAPSHOT

- ✓ Experience of 7 years in the field of Recruitment and Employee Engagement
- ✓ Working with [AlgoanalyticsPvt.Ltd](#), as HR operations and Recruiter.
- ✓ Skilled in handling [complete recruitment process](#) including resourcing both internal & external manpower, evaluating the required skills, identifying the possible sources, selecting the best candidate and negotiating & fitting them into the system
- ✓ Expertise in [HR operations](#) viz. manpower planning & talent acquisition, Attendance System, performance management, rewards & recognition, etc.
- ✓ Enhance [Employee Relations](#) to create an amicable & transparent environment
- ✓ An [innovative, loyal & creative professional](#) with strong planning, communication, analytical & negotiation skills

### CORE COMPETENCIES

### ORGANIZATIONAL SCAN

ALGOANALYTICS PVT.LTD	Hr Recruiter/operations	June'16- Till Date
YATRA ONLINE PVT.LTD	HRGeneralist/Recruiter	July'15 – December'15
ANTAL INTERNATIONAL	Sr HR Consultant	January'14 – May '15
AGILE CONSULTANCY	Sr Client Coordinator	January'11 – January'14

### Significant Highlights

#### Recruitment & Onboarding:

- ✓ Streamlining sourcing process to ensure quality talent pipeline and hiring pool with strong organization fitment and diversity
- ✓ Establishing a plan for [actively engaging with potential candidates](#) to ensure minimal dropouts.
- ✓ Experienced into Senior, Lateral & Bulk hiring across sites.
- ✓ Dealing with multiple [recruitment vendors](#) for hiring support at junior level for bulk vacancies.
- ✓ Expertise in entire [recruitment life cycle](#) from requirement gathering to identifying resources, intermediary in the negotiation process, acceptance of offer and on boarding.
- ✓ Building teams from [scratch, Quick TAT](#), Client Management & Customer Satisfaction
- ✓ Business driven recruiting planning/forecasting, Contract Staffing, Market Analysis & Trend, Budgeting
- ✓ Complete Performance Management System with experience in all [Facets of HR](#).
- ✓ Networking and Managing [end-to-end recruitment](#) and selection..
- ✓ Work closely with Top management of any firm to understand their leadership requirement...
- ✓ Understanding the complete [job description](#) of the various requirements and interacting with the BU partners, heads and Delivery Partner.
- ✓ Reviewing and short listing profiles for training.
- ✓ Responsible for [Leave, Attendance](#) of team.

#### Employee Relations and Grievances:

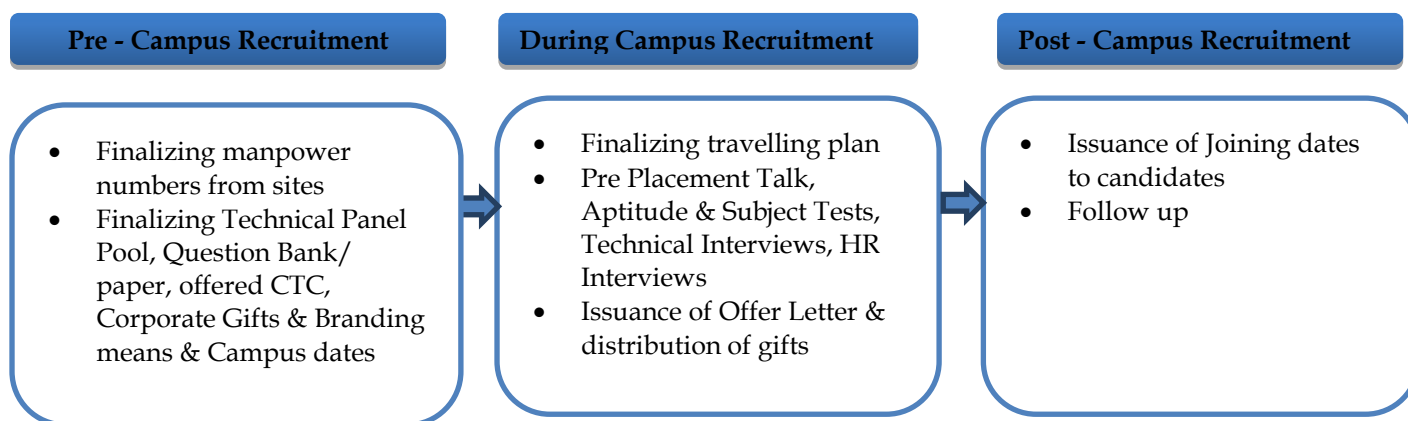
- ✓ Maintaining and [handling the entire Query Resolution System](#).
- ✓ Research and follow up on open items as necessary to resolve employee questions.
- ✓ Sending in mailers to [educate people to use the query resolution system](#).
- ✓ Implement proactive employee connect programmes to improve the retention and engagement.
- ✓ [Document/track the impact of initiatives](#) on productivity and attrition.
- ✓ Conduct employee satisfaction surveys.
- ✓ Actively identifies gaps, proposes and implement changes necessary to cover risks
- ✓ Drive initiatives like reward and recognition programs, employee communication etc.
- ✓ Preparing Quarterly/Yearly Employee Engagement Calendar for all locations and budgeting for it. Arranging for events as per the employee engagement calendar.
- ✓ Employee Engagement, Attrition Management, Employee Relations & Grievance Mechanism, Talent Management & Development, Compensation, [Retention Management](#), Policies, Surveys.

### Rewards and Recognition:

- ✓ Worked on setting up a Rewards & Recognition platform as Euphoria Applause Initiative.
- ✓ **Setup an entire framework before we make the system live.**
- ✓ System testing and preparing educative mailers for employees.
- ✓ Educating the managers and ensuring the rewards are properly rewarded to the high performers in the team only as per the set criteria's of Business and system.

### Campus Recruitment:

- ✓ Instrumental in Hiring through Campus recruitment program.
- ✓ Visiting almost 10+ Campuses (Including NITs and few tier-II colleges) to hire 120+ graduate engineer trainees across disciplines.
- ✓ Supporting the team for hiring of Management Trainees & Summer Interns through Various campuses



### Separation Formalities:

- ✓ Engaging in first round of discussion with employee; conducting exit interview
- ✓ Full & Final settlement and issuance of service letters
- ✓ Collation of exit data and conducting separation reasons analysis

### Training and Development

- ✓ Identifying training needs of the employee
- ✓ Preparing training calendar for the team with the manager
- ✓ Coordinating with the trainers for the training
- ✓ Evaluating the training effectiveness of employees
- ✓ Conducting Process Trainings for New team members

### EDUCATION QUALIFICATION

- ✓ **MBA in Marketing & Human Resource Management** from Wadia Institute of Management Studies And Research
- ✓ B.com from R.D.V.V University.
- ✓ 12<sup>th</sup> from MP Board
- ✓ 10<sup>th</sup> from CBSE Board

### PERSONAL SNIPPETS

Date of Birth : 14<sup>th</sup> Dec  
Language known : English, Hindi, Bengali  
Marital Status : Single



