

# Madhurima Roy

**3+ years experience as HR Executive or HR Generalist and Sr.HR Recruiter**

Delhi, Delhi

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Willing to relocate to: Delhi, Delhi - Noida, Uttar Pradesh - Gurgaon, Haryana

## Work Experience

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### **Sr.HR Recruiter**

Talent Corner HR Service Pvt Ltd - Delhi, Delhi

February 2019 to Present

Duties & Responsibilities -

- Presently, hiring for middle and executive level positions.
- Handling end to end recruitment life cycle which involves Sourcing, Screening, Qualifying, Submitting, Interview Coordination, Warm up/Follow up calls, offer roll out and on boarding.
- Sourcing from different job portals - Headhunting, Shine, Indeed, Monster, Naukri, LinkedIn, Free job boards & Social Network Recruiting.
- Screening the candidates by conducting telephonic or personal interviews.
- Salary Negotiations and driving closure of multiple positions. Ensure to achieve budget expectations in terms of hiring.
- Maintaining and updating the database of the candidates.

### **HR Recruiter**

End to End Catalyst - Chandigarh, Chandigarh

June 2018 to December 2018

Duties & Responsibilities -

- Hiring experience for various IT, Non-IT, and other technical and non-technical positions.
- Well versed in Social Network Recruiting
- Follow up with candidates & ensure warm call made for all candidates offered till join.
- Conducting recruitment drives in Colleges in Chandigarh & Mohali.
- Making various reports and verifications on a timely manner.
- Background Verification

### **HR Executive**

Murlidhar Ratanlal Exports LTD - Kolkata, West Bengal

September 2016 to April 2018

Duties & Responsibilities -

- Planning of manpower requirement in consultation with the heads of different functional and operational areas.

- Managing complete recruitment & selection process of all post in factory side and corporate office also.
- Handling all functions from conducting entry interview of newly hired to exit interview of employees.
- Working on various remuneration policies, CTC calculation & formulating increment, incentive and other compensation policies.
- Doing performance appraisal reviews periodically
- Acting as process owner for all exit cases, coordinating with management as per its discretion for separation cases.
- Providing comprehensive HR support to colleagues, employees and to company as a whole
- Direct personnel training, and labour relations activities & also organised welfare workshop for labour of numerous causes.
- Redesigned employee handbook according to legal & benefit changes.
- Conducting Employee engagement programme.
- Working on leave and absenteeism management, preparing attrition reports, Exit reports, Induction master reports.
- Executing various engagement activities like Fun activities for the team, festivals celebrations, birthday bash, Corporate Picnic, Team building activities, etc.

## Education

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### **Masters in Human Resources & Organizational Management in Human Resources & Organizational Management**

Calcutta University - Kolkata, West Bengal  
2016

### **B.Sc in Zoology Hons in Zoology**

NSOU University  
2013

## Skills / IT Skills

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RECRUITMENT, TALENT ACQUISITION, HR, EMPLOYEE ENGAGEMENT, PERFORMANCE MANAGEMENT

## Additional Information

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### PROFESSIONAL SKILLS

- Talent Acquisition • Compensation Management • Training & Development
- HR Policies & Procedures • Employee Relation • Employee Engagement
- Performance Management • Staff Recruitment & selection • Induction & Exit formality