

MADHU BHARDWAJ

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HR / Admin/ Recruitment / Team Lead / Training

Energetic Human Resources Specialist. Headed administration of HR for a mid-sized Healthcare organization. Facilitated the interviewing and on-boarding of employees and payrolls. Organized company events and employee gatherings; *targeting engagement in Human Resource Management and Operations, with an organisation of high repute*

KEY SKILLS

Organisational Development

Team Management

HR Policy Execution

Recruitment

Induction

Training and Development

Payroll Management

Performance Management

Employee Relation / Welfare

General Administration

ACADEMIC DETAILS

- **MBA** in HR and Finance, B.M.A.S, Agra under UPTU, Lucknow
- **B.Com** from Institute of Oriental of Philosophy under Dr. B.R.A.U, Agra
- Senior Secondary from CBSE Board

PROFILE SUMMARY

- **HR professional** offering nearly 3 years of rich and qualitative experience in managing all aspects of Human resource Management.
- **Possesses** leadership experience in implementing HR system and Policies, conducting training program towards enhancing employee productivity and building committed team.
- **Proficiency in managing Man-power planning** – recruitment as per need, training, fitment, monitoring the performance & appraisal.
- Preparing of MIS report of organisation and communicate with the management.
- Implementing HR system and Policies within the specified guidelines.
- Led new talent acquisition and recruitment process.
- Administered organization wide compensation and benefit plan.
- Possess **strong communication and inter-personal skill**. A dynamic go getter & quick learner with ability to work under pressure and meet deadlines.

ORGANISATIONAL EXPERIENCE

Since March'19 Heading GuruKripa Library

Apr'09- Jan'12 with Brij Healthcare & Research Center, Vrindavan, Mathura, U.P., Affiliated to Apollo Hospitals Enterprises Ltd, Chennai as HR Manager

Key Result Areas:

- Administered organization wide compensation and benefit plan.
- Conducted employees on-boarding and helped organizing training and development initiative.
- Worked with team member one on one and in small group to enhance performance and employee's satisfaction.
- Man-power planning – recruitment as per need, training, fitment, monitoring the performance & appraisal.
- Implementing HR system and Policies within the specified guidelines.
- Preparing paperwork needed to create new employee profile and to place new employee on payroll.
- Managed and administered all pre-employment forms assessment to prospective candidate.

- Managing all services like ward management, material management, security, staff, doctors, patient care.
- Performance of each different department as sub profit centers. Monitoring the revenue generation of OPD / IPD / Diagnostic & Pharmacy on day to day basis.
- Ensuring the best quality health services as per the Industry norms.
- Preparing of MIS report of organisation and communicate with the management.
- Providing general administrative support such as preparing correspondence, forms and reports, arranging meetings, composing regular correspondence, processing confidential reports and documents.
- Maintaining employee files & the HR Filing systems. Establishing, maintaining and controlling personnel, employees, recruitment relations records, files, correspondence, reports.
- To coordinate with all departments.
- Managed payroll.

CERTIFICATION

- D.C.A 6 Month Basic computer course

IT SKILLS

- Good knowledge of MS Excel.
- At ease with making Presentations on MS Word and Power point.

PERSONAL DETAILS

Date of Birth:	27 th Nov 1987
Father's Name	Mr. Babulal Shastri
Marital Status	Married
Languages Known	English & Hindi
Address:	N-1201 Royal Nest, Noida, PIN-201301 Uttar Pradesh
Permanent Address	IDEA TOWER, Gaumti Colony, Karauli, PIN-322241 Rajasthan