



MADHUMITA CHOWDHURY

madhumitadas15@gmail.com | 8638221443 | Bangalore 560035

Summary

A results oriented HR professional with over 2 years of experience in recruitment, employee relations, and training and development. Highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

Skills

- Human Resources Audits
 - Human Resources Operations
 - Staffing Optimization
 - Personnel Recruitment
- Training and development
 - Employee relations
 - Communication and interpersonal skills
 - Microsoft office suite (Excel, Word, Outlook, PowerPoint)

Experience

- Mentor Academy Consultancy | Lucknow
Human Resources Executive
12/2010 - 02/2012
- Developed and implemented human resources strategies to support organizational goals.
 - Conducted recruitment processes including job postings, interviewing, background checks, and onboarding new hires.
 - Managed employee relations issues such as grievances, performance management, disciplinary action, and terminations.

Education and Training

International Business School | Lucknow
MBA in Dual Specialization in HR And Marketing
06/2011

Languages

English:	C1
Advanced	
Bengali:	C2
Proficient	
Hindi:	C2
Proficient	