**Mahasweta Das**  
**Current Location:** C.B.D. Belapur, Navi Mumbai, Maharashtra, India

**Mobile:** 8108708315, 9869808137

**E-mail:** dasms1978@gmail.com, mahaswetadas78@gmail.com

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**Website URL:** https://sites.google.com/view/mahasweta-das/home

**HRBP | Recruitment | Performance Management| HR Operations | Talent Acquisition | Team Building | Team Management**

*Desire to be a part of vibrant and leading organization and create footprints in the industry to assist the organizations in all aspects by utilizing the skills, knowledge and experience*

**PROFESSIONAL SUMMARY**

Career-focused and determined professional with more than 12 years of experience

* **12+ years** of experience in **HR Business Operations & Talent Management** across IT, ERP, Engineering and Science Industries
* **2+ years** of experience in **Software Development & Testing**

**SKILL SET**

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| --- | --- | --- |
| * HR Business Partnerships * Recruitment & Vendor Mgmt. * HRMS: TALLINT, AIRTABLE, CBREX, FACTOHR, CAYPRO * PMS: GITHUB * Exit Formalities | * Client Relations & Mgmt. * Stress Management * HR Operations * ZOHO (Onboarding, Attendance, Leave Management, Payroll Report) | * Joining & Induction * Team Management * Performance Management * Technical Writing & Software Testing |

**EDUCATION**

* Master of Business Administration (MBA) in Information Technology (Major), HR (Minor) - National Institute of Business Management (NIBM), India (2015)
* Bachelors of Computer Science (BCS) - Modern College, University of Pune, India (2003)
* Post Graduate Diploma in Computer Application (PGDCA) - CMC Academy, Central Govt. of India (2000)
* Diploma in Computer Engineering (D.C.E.) - Board of Technical Education, India (1998)
* S.S.C. - BVHS, Navi Mumbai. India (1995)

**CERTIFICATIONS**

* HR as Business Partner from LinkedIn, 2020.
* Business Communication – SWOT Analysis, The Open University, UK - 2020
* Train the Trainer from LinkedIn, 2019.
* Psychometric Management Test from Central Test SAS, France – 2018
* IELTS Band 7.0 from British Council, Mumbai – 2017
* Advanced JAVA from Concourse Technology, Pune (2001)

**CAREER CONTOUR**

|  |  |  |
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| **Employer** | **Designation** | **Duration** |
| Wovv Technology, Mumbai, India | Unit Head – Talent Acquisition | Aug 2021 – Till date |
| Bitcoin Wednesday, Mumbai, India | Global HR Lead | Aug 2020 – May 2021 |
| PRDXN Pronounced “Production”, Mumbai, India | Technical HR/Recruitment Manager | May 2019 – May 2020 |
| FAMILY ISSUES (Mar 2018 – Apr 2019) | | |
| Hinduja Global Solutions, Mumbai, India | Sr. Executive-Talent Acquisition | May 2016 – Feb 2018 |
| Alchemy Jobs, Mumbai, India (Client: Citiustech) | Senior HR Consultant | Jul 2013 – Apr 2016 |
| Bloom Systems Pvt. Ltd., Mumbai, India (Client: 3i Infotech; Bayer Crop Science) | Recruitment Specialist | Jul 2010 – Jul 2013 |
| Geotel Information Technologies, Mumbai, India | Senior IT Recruiter | Jan 2008 – Jul 2010 |
| MATERNITY LEAVE (Dec 2005 – Dec 2007) | | |
| MIAECT Pvt. Ltd., Mumbai – India | Software Developer | Apr 2003 – Nov 2005 |

**WORK EXPERIENCE:**

**Business Strategies & HR Operations:**

* Establish the **HR Business Partner functions** in partnering with business leaders to meet their goals and demonstrated the performance.
* Maintaining discipline levels, ensuring adherence to relevant compliances and managing business partner engagement & satisfaction.
* Expertise in **Business Partnerships, Staffing, Client Acquisitions, Client Management, Planning & Execution, & Dealing with the Organization Needs, Vendor Management**
* Proficient in managing **Human Resources Operations** in support of **Organizational Strategic Objectives, Employee Relations, Performance Management, Training, Designing Competency Matrix, Talent Management & Client Servicing, Employee Grievances & Disciplinary Show Cause Activities** as per the company policies

**Talent Acquisition & Management:**

* Managing & monitoring complete recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower needs and implementing the cost-effective methods, for various functional competencies across hierarchical levels in **Junior, Middle** and **Senior Management** levels.
* Dexterous in consulting database for upcoming and highly potential requirements.
* Very well efficient in **Team Building & Management; Managing Operations & Deliveries; Maintain Quality and Turn Around Time (TAT).**
* Team Management; Managing Operations & Deliveries; Maintain Quality and Turn Around Time
* Driving leadership hiring. Conversant in working on **Permanent & Staffing** positions.
* Experience hiring from platforms such as:
  + Internal Databases, Job Portals (Naukri, Shine, Monster, Indeed, Timesjobs), Internal Referrals, Campus Recruitment & Social Media and Maintain Database of potential candidates
  + Technical Communities: Stack Overflow, Github, AngelList, Slack/Discord Communities & Groups

|  |  |
| --- | --- |
| **Locations & Industries Recruited For:** | |
| **Locations:** | India, Dubai, Malaysia, Canada, Nigeria, Brazil, & Ethiopia |
| **Industries:** | IT, Telecom, Science, Infrastructure Engineering, E-Commerce, & ERP |
| **Technologies Recruited For:** | |
| **ERP & BI Packages:** | SAP [SD, MM, ABAP, FICO], PeopleSoft HRMS, Oracle Apps [HRMS, Finance], JD Edwards, Hyperion, Informatica & DWH, Anaplan Modeler |
| **Languages/Technologies:** | React.Js, Node.Js, Cognos8BI, JAVA, J2EE, Dot Net, Web, Android, KOTNIL, Agile/Scrum PMO, UI/UX, PHP 5.0 |
| **Positions Recruited For:** | |
| **IT & ERP Positions:** | AVPs, Sr. Solution Architects, Sr. Managers, Business Analyst, QA, Android / IOS Developers, PHP Programmers, CTO, Senior Product Specialist, SAP Positions, Sr. Solution Engineer, Sr. Scrum/Agile Master, UI/UX Designer |
| **Security Positions** | Network, Information, Cloud, Data, Application |
| **Engineering & Infrastructure Positions:** | Head (BD & Tender), Head(M&A), Head (Banking & Treasury), Product/Material Manager (Civil), Planning Manager, Head (Finance), Regional Commercial Head |
| **Digital Marketing Positions:** | Social Media Manager, Digital Marketing Manager, SEO Lead, User Experience Designer, Lead Technical Writer, Paid Social Media Manager |

**HR Analytics & Performance Management:**

* Designing the PMS process for the team; Performed Competency Mapping exercise for its usefulness in PMS, to effectively identify manpower needs to use for effective competency-based Recruitment hiring.
* Periodic Performance reviews to ensure performing culture in the organization.
* **Managing Human Resources Operations in support of Organizational Strategic Objectives, Employee Relations, Performance Management, Training, Project Management and Client Servicing**
* Successfully Managing & Performing the entire Gamut of Talent Management & Staffing.
* Designing & Posting jobs in job portals, preparing questionnaire and checklists as per the business mandates; Regular co-ordination with the Key Account Managers and Business Units
* Conducting Pre – Screening Technical interviews, based on the business needs.
* Involvement with **Empanelment, Managing & Maintaining** the **New & Existing Accounts**
* Training & mentoring the team; Expertise in managing critical situations like resource crunch, non-joining with business as a strategic partner

**KEY ACHIEVEMENTS**

* Successfully closed the executive level positions with the CTC value of 60+ Lacs per annum
* Nominated for employee of the month and the quarter four times for target achievement and consistent performance
* Efficiently conducted and coordinated Campus interview in Krupajal Institute of Technology, Bhubaneswar

**PERSONAL DETAILS**

Date of Birth: 16th June 1978

GSTIN/UIN: 2719IND00065ONG

Nationality: Indian

Marital Status: Married and have 1 child

US Visa: B1/B2 visa for United States of America valid up to 2025

Relocation: Willing to relocate at the earliest and do not hold any bond with the current employer