

# MADHUMA GANGULY

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P.O.- Haridevpur Kolkata-700082

**Gender:** Female

**D.O.B:** 2nd August 2000



## CAREER OBJECTIVES:

Motivated and detail-oriented professional with 2.5 years of hands-on experience in the HR and Administration field. I am seeking a suitable role within your organization where I can leverage my existing knowledge and skills to contribute to organizational growth, while also expanding my practical experience—particularly in the area of HR payroll. I aim to grow within a dynamic team environment and play a key role in supporting HR functions effectively and efficiently.

## WORK EXPERIENCE:

**Company Name:** VIDEO FACTORY

**Designation:** HR and Admin Executive

**Duration:** 20th March 2024- Present

**Responsibilities:** Responsible for managing all the aspects of human resources within the organization including attendance, end to end recruitment and selection process (Non- IT), employee engagement activities, employee relations, training and development, Onboarding of employees, grievance handling. Also handling all kinds of administrative tasks to ensure smooth operation of the organization.

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**Company Name:** CHRYSALIS CONSULTANCY Pvt Ltd.

**Designation:** HR Recruiter

**Duration:** 15th May 2023- 14th March 2024

**Responsibilities:** Handling end to end recruitment process (Pan India), resume Screening, handling different client relationships, communicating with candidates through phone calls, email, managing and handling data through MS Office tools, interpersonal communication.

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**Company Name:** IIFL FINANCE Ltd.

**Project Title:** Employee Commitment

**Designation:** HR Intern

**Duration:** 1st July 2022- 1st September 2022

**Responsibilities:** Responsible for supporting documentation and verification of onboarding candidates, cibil score verification, organizing employee engagement activities, following up candidates through call and email, maintaining data through zoho workplace.

**Method:** Made a questionnaire on employee commitment and collected data from the employees and analyzed them through pie charts.

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**Company Name:** HELP AGE INDIA

**Work:** Collecting Data & Donations

**Designation:** School Volunteer

**Duration:** March 2011- May 2011

**Method:** Filling out survey forms by people, collecting data about the health conditions of the aged people of the family and collecting funds for the NGO.

**EDUCATIONAL QUALIFICATION:**

| Institution                        | Course                               | Year of Passing | Marks                  |
|------------------------------------|--------------------------------------|-----------------|------------------------|
| Heritage Business School (Kolkata) | MBA<br>Major: HR<br>Minor: Marketing | 2023            | 78.3% (SGPA: 8.58)     |
| University of Calcutta             | B.Sc                                 | 2021            | 76.25%<br>(CGPA:7.265) |
| Swami Pranabananda Vidyapith       | 12th                                 | 2018            | 74.2%                  |
| Swami Pranabananda Vidyapith       | 10th                                 | 2016            | 73.28%                 |

**OTHER CERTIFIED COURSES:**

**Course Name:** Supply Chain Analytics

**Duration:** 2 months

**Platform:** SWAYAM (NPTEL)

**Course Name:** Certificate in Information Technology Application

**Duration:** 6 months

**Platform:** Youth Computer Training Center (Govt. Registered)

**OTHER ACTIVITIES:**

**Project Topic:** Case Study presentation on an online learning platform.

**Method:** Critically analyzing the case study and making PPT based on the questions arose from the case study and presenting it through slideshows.

**Project Topic:** Case study presentation on an FMCG Company.

**Method:** Critically analyzing the case study and making PPT based on the questions arose from the case study and presenting it through slideshows.

**PERSONAL QUALITIES:**

Responsible

Presentable

Creative

Quick learner

Communication Skills

Adaptable

Sincere

Negotiation Skills

Team Player

**SOFTWARE KNOWLEDGE:**

Microsoft Office Suite

Zoho Workplace

Transcripter.io

GSuite

Workfolio

Cloud OneDrive

Canva

ChatGPT

Zoom

**LANGUAGES:**

**English:** Professional

**Bengali:** Mother Tongue

**Hindi:** Intermediate

**DECLARATION:**

I hereby declare that all the above information is true and correct to the best of my knowledge.

Date:

Place: Kolkata

Madhuma Ganguly

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