

Pratibha Dutta

Bethesda, Maryland

Human Resource Professional, authorized to work in US

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Experienced human resource professional, experienced in information technology, education and real estate. In India and United States, from startups to multinationals.

WORK EXPERIENCE

Human Resource Associate at [Axle Informatics](#) *Rockville, MD* May 2015 — Oct 2016 (1year 5 months)

Recruiting a pool of national and international student interns as well as full time positions for NIH offices near Bethesda, MD. In charge of timesheets and payroll processing. Organizing happy hour, company social events. Administering benefits program. In charge of employee travel approval and reimbursement from NIH. Mentoring Human Resources student interns.

Volunteer at [The Global Good Fund](#) *Arlington, VA* May 2013 — May 2014 (1 year 1 month)

Developed company policies for U.S. employees. Facilitated recruitment of full-time, part-time and temporary employees. Developed H.R. branding. Developed job descriptions, offer letters. Instituted onboarding processes for new employees.

Human Resource Executive at ProMaps *NOIDA, India* November 2011 — April 2012 (6 months)

Developed policies for recruiting, interviews, leaves. Authored employee handbook, performance management guidelines, handled inter-department manpower re-allocation. Assisted teams with work permits. Facilitated recruitment of 200 workers, engineers and general managers for a silver/zinc metallurgy plant in rural India.

Human Resource Coordinator at [Globedge.com](#) *NOIDA, India* February 2011 — August 2011 (7 months)

Recruiter at Globedge.com (real estate firm), recruited sales and marketing workforce: telesales executives and managers. Onboarding new hires, candidate reference checks, scheduling interviews with hiring team, sending offer letters and laying out HR policies. Maintaining confidential employee records.

Recruitment Officer at Manpower Resource Center *Indore, India* February 2010 — January 2011 (1 year)

Recruiting for diverse set of positions, from staff engineers to CEOs and CTOs for verticals like textiles, business process outsourcing, banks to graphite electrode manufacturing; used referrals, online job portals, own professional network and social media. Intimately understanding key requirements of position, forwarding candidates best matched. Arranging interviews, negotiating compensation and following up with hiring managers.

Human Resource Intern at [Reliance Retail Ltd.](#) *Indore, India* May 2010 — July 2010 (3 months)

Part of team that helped hiring managers set up recruiting processes for new retail locations in central India.

Cadet at [National Cadet Corps \(NCC\)](#) August 2004 — July 2007 (2 years 11 months)

Indian army attachment camp at military hospital, army training camp at officers training academy, [Indian Republic Day](#) camp in year 2006.

EDUCATION

Masters of Business Administration in Human Resource ([Sikkim Manipal University](#))

Pune, India

May 2008 — April 2010 (2 years)

Post Graduation Program in Human Resource and Marketing ([Indira Institute of Management](#))

Pune, India

May 2008 — January 2010 (2 year)

Bachelors in Science ([Jiwaji University](#))

Gwalior, India

July 2004 — April 2007 (3 years)

AWARDS & ACHIEVEMENTS

Honored for fundraising by [Cancer Patient Aid Association](#) in 1995, Awarded best cadet in entire NCC girls battalion (2007), Awarded best student cadet in Jiwaji University(2007)