



## THOMAS PROFILE COMPETENCIES

**Resource Optimization**  
**Planning & Organizing**  
**Analytical Thinking**

## TECHNICAL SKILLS & CERTIFICATIONS

**Microsoft Excel**- Intermediate  
**SPSS**- Intermediate  
**Power BI**- Beginner  
**R**- Beginner  
**Leadership in Multinational, Cross-Cultural Teams** from Coursera by University of California, Davis.

## INTERESTS & HOBBIES

**Dancing**  
**Drawing**  
**Badminton**  
**Travelling**

## REACH ME AT

### MOBILE NUMBER

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### LinkedIn Profile

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### Domicile

Shillong, Meghalaya

## LANGUAGE

### English & Hindi

(Reading, writing, speaking, and listening)

### Bengali

(Speaking, and listening)

# Madhurima Dutta

*PGDM in Human Resource with Analytics Minor - Equipping for Human Resource Management.*

## CAREER OBJECTIVE

Seeking an opportunity to apply my skills, abilities, and knowledge in human resource management to support the organisation's growth by fostering a positive work environment and ensuring effective management while gaining hands-on experience and honing my HR expertise.

## ACADEMIC PROJECT(S)

**Topic:** Research Incubation (RI) in Information Technology Industry

**Objective:** Developing solutions with which Cognizant can resolve the issues which they face during the recruitment process which leads to skill mismatches and employee dissatisfaction. (*Project in Progress*)

**Organization:** SHREYAS Social Service Centre

**Topic:** SIP PROGRAME (Project SPARSH: Services for Children with Disabilities).

**Outcome:** Worked extensively with the NGO in their Project SPARSH and proposed various solutions for helping the disabled children in Wayanad, Kerala.

**Topic:** Excel Dashboard on "Recruitment and Attrition".

**Outcome:** Developed an interactive dashboard on an organisation's "Attrition and Recruitment" data which helps in tracking, monitoring, and displaying operational information.

## PROFESSIONAL QUALIFICATIONS

**Post Graduate Diploma in Management in Human Resource | Analytics Minor**  
| Jagdish Sheth School of Management | Class of 2024 | **CGPA of 7.4**

**Bachelor of Science** | St. Edmunds College | Class of 2020 | **79.63%**

## PAST EDUCATION

**Higher Secondary with Science** | Border Security Force Senior Secondary School | 2017 | **79%**

**Secondary School** | St. Mary's Higher Secondary School | 2015 | **82%**

## ACCOMPLISHMENTS & ACTIVITIES

- **Presented** our Research Paper on 'Saluting the Spirit of initiating Structure Leadership Style in MSMEs' for PRISM conference 2022, IIM Nagpur.
- **Held the position of HR for Marketing and Sales Department and Volunteered** for Kanyathon 2022, a charity event to save girl child and contributed towards corporate sale and sponsorship.
- **Secured 1<sup>st</sup> rank** in Zoology Majors during my BSc graduation.
- **Head** of Creative Department at Diganta, Inter Cultural Committee during my graduation.
- **Team Leader** of Sports Club, Inter School Competitions during my schooling.