



KONIKA GOGOI

HRBP, MANAGER - HUMAN RESOURCES

PREFERRED LOCATIONS:

ANYWHERE IN EAST AND WEST INDIA

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SKILL SETS

- Talent Acquisitions
- HR Operations
- Statutory Compliances
- Employee Relations & Management
- Performance Management
- Stakeholder Management



TRAINING PROGRAMMES

- HR Policy and Processes- HR Overview
- HR at Reliance - R Com- Modules
- Organisational Management
- PF & ESIC Training Programme (conducted by EPFO Guwahati)
- Time Management, Ms Excel.

PROFILE SUMMARY



A Passionate HR professional with rich 11 years of proven Health Care , Telecom & FMCG experience in HRM.

Presently working with Sir H. N. Reliance Foundation Hospital, Mumbai , India as HRBP - Manager .

Worked with Paras Health Care which has 8 multi-specialty corporate hospitals in pan India like , Gurgaon, Patna, Ranchi, Darbhanga, Panchkula, Udaipur, Kanpur & Srinagar.

Worked with IQ City Medical College and Hospital which was a great experience and learning of Medical College faculties hiring also Training activities according to the Medical college norms. Worked at GNRC Group of Hospitals which have 3000 manpower Strength in four Units working as Senior Executive -HR.

Key player & Critical resource in handling the recruitment of Medical College Professors, Doctors, Nursing care, Paramedical & Hospital support Staff.

Experience in conducting employee engagement activities and maintaining effective employee relations by guiding the employees in matters pertaining to performance plans.

Handling HR operations and Compliance.

EDUCATIONAL HISTORY



- Pursuing HRM & HR Analytics from IIM, Kozhikode.
- MBA from KKH University, Guwahati, Assam
- B.A (Bachelor in Arts) from Guwahati University, Assam

WORK EXPERIENCE



HRBP- Manager, Human Resources

H.N. RELIANCE FOUNDATION HOSPITAL, MUMBAI, NOV223 TILL DATE, 250 bedded.

Talent Acquisition:

- Participating in manpower acquisition & planning with CHRO & Medical Director.



- Responsible all clinicians hiring end To end
- Vendor management
- TA review with GCHRO & Medical Director

Clinical HRBP Role:

- Responsible in manpower requisition & planning with CHRO & Medical Director.
- Looking after Clinician Appraisal, Contract renewal , Exit Interview
- Looking after entire Clinician Life cycle from hiring to Retirement
- Responsible for Clinician department mapping, Market range analysis & RAG review & analysis
- Clinician Grievance handling - issuing warning letter , Counseling , Salary revision discussion
- Clinical Stakeholder management, Meetings & Review time to time

Deputy Manager –HR

PAARS GROUP OF HOSPITALS| MARCH 2021- NOV 2023 (21 MONTHS)

350 bedded.

Head Talent Acquisition:



- o Participating in manpower planning with Head HR & Medical Director
- o Responsible for Clinical & Non Clinical end to end hiring
- o Responsible for Clinical positions analysis and planning with stakeholders
- o Responsible for Clinician entire life cycle end to end from Hiring till the exit process
- o Team Management, & work distribution in Team.
- o Responsible for NABH end to end Audit.
- o Responsible for Senior leadership, Medical leadership hiring ,
- o Clinician Appraisal, Revision, Contract renewal & Salary Negotiation.
- o Clinician Retention process, Clinician Exit Interview
- o Stakeholder Management (Clinical & Non Clinical)
- o Responsible for Clinical dashboard, corporate reporting. TA Review with Head HR & Madical Director .

Senior Executive –HR

IQ CITY MEDICAL COLLEGE & HOSPITAL, DURGAPUR, WEST
BENGAL | APRIL 2021- MARCH 2022

Sourcing & Recruitment:



- o Participating in manpower planning with Head HR.
- o Responsible for end to end Medical College recruitment clinical - Professors,Doctors, non-clinical, paramedical staff,Hospital support staff
- o Responsible for Clinical positions analysis and planning with head HR
- o Responsible for arranging Interviews with professors, super-specialty doctors with Medical college principals & senior management
- o Responsible for NABH audit and Training for HR part
- o Responsible for Emoloyees Training and Induction programme for all the new joiners.

- o Responsible for end to end Medical College recruitment clinical - Professors, Doctors, non-clinical, paramedical staff , Hospital support staff
- o Responsible for Clinical positions analysis and planning with head HR
- o Responsible for arranging Interviews of professors, super speciality doctors with the Medical college principal & senior management of IQ City.

Senior Executive -HR

GNRC LIMITED (FIRST SUPER-SPECIALTY HOSPITAL CHAIN IN NORTHEAST INDIA) | AUG 2018 - FEB 2021

Sourcing & Recruitment:



- o Participate in manpower planning with the Senior Management Team.
- o Responsible for end-to-end corporate recruitment of Clinical (Doctors), Non-clinical, Paramedical & Hospital support staff
- o Source potential candidates from various online channels (e.g. Social Media & Professional platforms like Naukri, Indeed, and LinkedIn also using local references.)
- o Conduct Campus hiring & Bulk-Hiring from time to time as per the requirement.
- o Responsible for manpower planning with the concerned department ensuring hiring with the agreed TAT.
- o Check references, Qualifications & Testimonials prior to employment.
- o Responsible for the Training & Induction of New Employees.
- o Design & update job description as per the recruitment of the new positions.
- o Advertise job openings on the Company's Career Page, Social Media & Internal Groups.
- o Maintain MIS & Reports & Presentation related to Manpower Planning & Recruitment
- o Salary negotiation with Doctors & other Candidates.

HR Operations:



- o Handle & Coordinate the Medical Check-up of New Joinees (Doctors & Others).
- o Joining of New Employees and handling of the Onboarding process & Coordinate the Induction Process.
- o Outsourced Vendor Management.
- o Statutory Compliances.
- o Deal with complex or sensitive day to day people management issues on Misconduct, Negligence, Indiscipline, Absenteeism, Performance, etc.
- o Responsible for PF & ESIC registration of the New Employees.
- o Handle Employee Performance Appraisal & Confirmation Process.

Employee Engagement:



Establishing a high-performance Competitive working environment for employees to keep them motivated by having healthy relationship among all level by conducting various activities such as :-

- o Celebrate Birthdays of Doctors & Employees.
- o Organize & Host Cultural Activity from time to time.
- o Celebrate of Doctors Day & Nursing Day being the Healthcare Fraternity by organizing Cultural Functions.

- o Host CME (Continuing Medical Education program) from time to time.
- o Felicitation & Farwell of Doctors & Others.

Manager -HR

REPOSE FOODS PRIVATE LIMITED, GUWAHATI- (JUL 2017 - MAY 2018)

- o Maintain and enhance the organization's Human Resources by Planning, Implementing, and Evaluating Employee Relations.
- o Handle end-to-end recruitment process of Factory Employees & Administration Staff.
- o Coordinate Joining of New Employees and taking care of the Onboarding process.
- o Coordinate the Induction Process.
- o Coordinate with the Training & Development Factory workers for various training to be conducted at the organizations.
- o Coordinate in the Payroll process of the Employees.
- o Documentation & Training related to ISO.
- o Grievance Handling of Factory Workers.
- o Statutory Compliance & Employee Engagement.
- o Issue Verbal/Written Warning Letters/Termination letters on a need basis.
- o Monitor timely update of employee personal records like (Personal details, leaves, salary & yearly bonus)

Executive- HR

IDEA CELLULAR LIMITED, GUWAHATI- (JUN 2014 - JUN 2017)

- o Outsourced Employee Recruitment, Screening, Interview process.
- o End-to-end pre-joining formalities with selected candidates right from the Reference Check, Joining & Medical check-up to On-board.
- o Coordinate Employee Induction & Welcome formalities.
- o Responsible for payroll process of all Outsourced Employees & coordination with Outsourced Vendors for various salary-related issues.
- o Maintain On-roll employees HR MIS/Personal files & also responsible for sending Manpower Reports / Presentation to the Corporate office (Kolkata) weekly & monthly basis.
- o Prepare Employee Appointment letters, Promotion letters & Confirmation.
- o Conduct Exit formalities of resigned & terminated employees.
- o Create Position Codes, Joining Booklets/Dockets, and share with (HR -Portal) to map new joinee in the system.
- o Actively conduct Employee Engagement, Employee Farewell & Cultural functions.

Executive -Strategy & Planning

IDEA CELLULAR LTD, GUWAHATI- (MAR 2011 - MAY 2014)

- o Plan & Design Monthly Newsletters and send them for publishing & distribution to all the Channel Partners
- o Cross-functional coordination with each vertical for articulating the contents required for "The Idea Premier Newsletter": a monthly Newsletter for the Channel partners of Idea Cellular.
- o Solely responsible for maintaining all the Field Executive's details and reporting the same to Sales Head and Business Head.
- o Coordinate with all the Vendors, Sales Executives of Channel Partners to collect the performance data & promotional activities
- o Coordinate with the Training & Development Factory workers for various training to be conducted at the organizations.
- o Grievance Handling of entire Prepaid & Postpaid Channel Partners.
- o Analysis and complaint resolution of entire channel partners & sharing their feedback with respective HOD.