



MAMTA BISWAS

Human Resources Professional | HR Project Manager | HRIS & People Analytics

• +4917687792320 • mamtabiswas555@gmail.com • www.linkedin.com/in/mamta-biswas • <https://mamtabiswas.com> • Germany

SUMMARY

Data-driven and solution-oriented HR professional with over 10 years of experience specializing in establishing and monitoring **efficiency metrics** and translating complex data into actionable business strategies. Proven ability to support Production/Operations environments through expertise in **Workforce Capacity Planning (WFP)**, incentive program management, and process optimization. Based in **Germany** with substantial experience in global data governance and decision support for European markets. Highly proficient in creating reports and dashboards using **Tableau, Power BI, and SAP SAC**, and experienced with **Workday**, directly supporting decision-making related to capacity, performance, and operational efficiency. Possesses the **assertiveness** and **can-do mentality** required to drive lasting impact.

SKILLS

- **Recruitment Strategy & Scaling:** End-to-end hiring ownership, high-volume recruitment, and process automation.
- **German & European Market:** Data-driven workforce planning and stakeholder engagement across European markets.
- **Stakeholder Partnership:** Consultative skills in partnering with leadership (Hiring Managers) to define talent needs.
- **HRIS & Analytics:** Workday, SAP SuccessFactors, Tableau, Power BI, SAP SAC (driving continuous improvement).
- **Organizational Excellence:** KPI/SLA design, audit compliance, and independent project leadership.

EXPERIENCE

- Robert Bosch GmbH**, Intern- C/HRP (HR Controlling and Data Analytics) Aug 2024 - Jan 2025
- Developed Power BI and SAP SAC dashboards to support strategic workforce planning, enabling HR to identify talent coverage gaps and succession risks across various European and Asian markets.
 - Provided data-driven decision support by creating reliable reports used by global HR leaders for capacity and succession discussions.
 - Worked closely with HR and Tech teams to enhance dashboard automation, demonstrating a strong affinity for numbers and solution-oriented working style.

Earned multiple appreciation emails from global stakeholders across Europe and Asia for delivering impactful SAC and Power BI reporting solutions. My dashboards became reference tools for workforce planning and succession discussions, improving leadership's confidence in data-driven HR decisions.

- Reliance Jio Infocomm Limited**, as Area HR business partner Feb 2022 - Sep 2023
- Served as HR Business Partner for over 12,000+ employees in a high-volume operations environment, directly supporting the workforce capacity planning and operational needs of multiple business units.
 - Established and monitored metrics by designing and managing a comprehensive HR KPI dashboard, tracking key workforce and efficiency metrics to drive data-led decision-making, improving decision-making efficiency by 15%.
 - Partnered with leadership to implement performance management and training programs, managing the employee feedback process and ensuring data-driven follow-up actions (training/development).
 - Recognised for achieving the highest recruitment numbers and operational excellence, reflecting a focus on aligning capacity with company objectives at high velocity.
 - digital transformation projects, including the implementation of performance management and development programs.

Recognised by senior leadership for achieving the highest recruitment numbers and maintaining 100% KPI compliance within the business unit. Awarded multiple appreciation certificates for driving operational excellence.

Shri Ram Finance Corporation Pvt, HR Manager

Jun 2021 - Feb 2022

- Led HR operations for 2,000 employees, focusing on operational performance and efficiency improvement of 80%.
- Drove continuous improvement and organizational excellence by introducing digital process automation, shortening HR cycle times by 10%.
- Managed monthly reporting and reconciliations, ensuring 100% compliance with audit requirements, demonstrating strong organizational abilities and personal responsibility.
- Drove continuous improvement by introducing digital process automation, shortening HR cycle times by 10%.
- Successfully cleared an external HR audit with zero non-compliance findings, establishing the team as a benchmark for audit readiness and demonstrating meticulous organizational abilities.

Successfully cleared an external HR audit with zero non-compliance findings, reinforcing the organisation's credibility and compliance standards. This recognition established my team as a benchmark for audit readiness and robust HR operations across the group.

ANM Strategic & Management Consultants Pvt. Ltd., Management Coordinator Mar 2013 - Jun 2021

- Supported 30+ client organizations in analyzing and improving their organizational culture and HR practices, acting as a consultative partner to leadership.
- Acted as a crucial link between HR and IT teams, troubleshooting complex system issues and optimizing HRIS processes to boost reporting reliability and adoption rates.

Awarded Best Employee of the Year (2020) for exceptional delivery and recognized as the top client manager, managing a portfolio of 30+ organizations. Over the year, I supported 30+ companies in analyzing and improving their organizational culture and led 10+ Organizational Development initiatives, resulting in measurable improvements in HR practices. I provided HR and ISO documentation support that helped the clients achieve compliance certifications within deadlines, earning consistent positive feedback from stakeholders and strengthening their HR frameworks

EDUCATION

IU Internationale Hochschule Master of Business administration (MBA)	Berlin, Germany
Chhattisgarh Swami Vivekanand Technical University Master of Business Administration MBA in HR	Bhilai, India
Makhanlal Chaturvedi Rashtriya Patrakarita Evam Sanchar Vishwavidyalaya Bachelor of Computer Application	Bhopal, India

LICENSES & CERTIFICATIONS

- HR Analytics – IIM Rohtak (2021)
- SAP SuccessFactors – Employee Central