



BLAISE MIRANDA

Details

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Git Hub Links

[Python Projects](#)

[Django Project](#)

[Automated WhatsApp Messaging](#)

Skills

Communication Skills

Ability to Work in a Team

Microsoft Excel

Microsoft Word

Microsoft Access

Microsoft PowerPoint

Python

My SQL

Django

Web Designing

Languages

English

Hindi

Marathi

PROFILE:

With over 12+ years of HR experience, I specialize in recruitment, payroll, reporting, HRBP, budgeting, and HRIS. During my HR tenure, I have worked on systems such as PeopleSoft. After taking a break to pursue studies in technology, I acquired skills in Web Development, SQL, Python, Django, and earned AWS Cloud Practitioner certification directly from Amazon. Proficient in Excel, PowerPoint, Word and Access I excel in problem-solving, communication, and teamwork, ensuring prompt and cost-effective project delivery. Currently preparing for AWS Solutions Architect Associate exam.

IT PROJECTS:

AWS

Automated Video Transcription with AWS Transcribe

Designed and implemented an automated video transcription system utilizing AWS Transcribe, AWS Lambda, and Amazon S3, streamlining the transcription process for video content. The system enables seamless transcription of video files uploaded to an S3 bucket, with the transcribed text stored in another designated bucket, enhancing accessibility and efficiency in managing video content.

Python

Password Generator:

Developed a Python password generator with customizable strength using user input. Utilizes random module for character selection and colorama library for user interface. Implements exception handling for minimum 8-character length, prioritizing security.

QR Code Generator:

Created a Python script using the qrcode library to generate dynamic QR codes. Utilizes random module for data selection. Customizable parameters include version, box size, and border for flexible design. Saves QR code image as "Details.png" for accessibility and efficient data sharing.

Automated WhatsApp Messaging:

Implemented a Python script to automate personalized messaging on WhatsApp Web. Extracts recipient details from Excel, merges with customizable message template, and sends messages accordingly.

Web Designing

Wedding Website:

Created a dynamic wedding website using HTML, CSS, and JavaScript. Includes event details, personal backgrounds, and photo gallery. Utilized Bootstrap for responsive design across devices.

Django

Developed a web interface application, a CMS Portal, encompassing two modules: Employee Module and Admin Module. Leveraged Django's built-in authentication system for seamless user management.

EMPLOYMENT HISTORY:

HR Shared Services - MIS

Assistant Manager - Human Resources at BNP Paribas India Solutions Pvt LTD, Mumbai
June 2021 - July 2022

- Analyze attrition data and synchronize headcount changes.
- Generate monthly HR reports and prepare the annual diversity report.
- Distribute regular reports to stakeholders.
- Produce RBI reports for BNP Paribas.
- Provide monthly HR KPI and ad-hoc reports.

Stretched Projects:

- Power BI for better data analysis.
- Streamlined exit process for efficiency.
- Facilitated cost center mapping changes for Global Banking India.

Education:

- ❖ Bachelors Of Management Studies Bhavans College, Mumbai, 2009
- ❖ Higher Secondary Certificate Bhavan College, Mumbai, 2005
- ❖ Secondary School Certificate St Blaise High School, Mumbai, 2003

Certification:

- ❖ AWS Solutions Architect - Associate, Mumbai (Ongoing)
- ❖ Cloud Practitioner Foundational Amazon Web Services, Mumbai (2024-2027)
Attained a score of 897 out of 1000.
- ❖ IOS Developer Certification TryCatch Classes, Mumbai, 2019

Recommendations:

- ❖ Shalender VERMA [COO - APAC HR] BNP Paribas
- ❖ Prafulla POOJARI [Vice President] BNP Paribas ISPL

🚧 HR Business Partner

Assistant Manager - Human Resources at BNP Paribas India Solutions Pvt LTD, Mumbai
August 2019 - May 2021

Functioned as HR Business Partner for IT division, overseeing 700+ employees across Mumbai and Chennai.

Key Responsibilities:

- Ensured consistent HR policy application and collaborated with business leaders.
- Managed Performance, Promotion, and Compensation Cycles.
- Handled employee relations, grievances, and terminations.
- Provided attrition and engagement insights.

People Initiatives:

1. **Diversity and Inclusion:** Strengthened diverse talent and enhanced program engagement.
2. **Leadership Development:** Developed succession plans and addressed leadership gaps.
3. **Top Talent Management:** Created development plans and facilitated career paths.
4. **Mobility:** Developed career progression timelines and prioritized talent mobility.
5. **Managerial Effectiveness:** Gathered insights, presented to senior management, and partnered with L&D.

🚧 Reporting, Budgeting & HRIS Projects

Officer - Human Resources (Aug, 2013 to Feb, 2017),
Assistant Manager - Human Resources (Mar, 2017 onwards) at BNP Paribas, Mumbai
August 2013 - July 2019

Reporting and Data Management

- Ensured accurate month-end inputs and rectified report errors for PeopleSoft to Edga HR transfers.
- Prepared corrective reports for Finance, including outsourced headcount for BNP Paribas entities.
- Managed provision file verification in SAP and addressed Finance team discrepancies.

Budgeting and Forecasting

- Collaborated with stakeholders on budgeting and forecasting.
- Completed regional HR budgeting templates and calculated HR cost allocations.
- Provided salary cost data and developed budget assumptions.

HRIS (PeopleSoft)

- Maintained PeopleSoft security matrix and managed enhancements.
- Conducted testing, ensured accurate data updates, and mapped cost center codes.

Stretched Projects

- Automated temporary employee payroll for external vendors.
- Developed Excel tools for HR business partners and provision calculations.
- Revamped shared drive setup and created internal web pages for BNP Paribas entities.

🚧 Payroll at BNP Paribas (Deputed by HGS PVT LTD), Mumbai

July 2011 - July 2013

- Oversee payroll for BNP Paribas and subsidiaries.
- Liaise with vendors for smooth payroll operations.
- Manage salary data and validate uploads.
- Handle statutory payments and tax declarations.
- Process final settlements and notice period takeovers.
- Manage month-end entries and update year-end summaries.
- Resolve payroll queries.

🚧 Recruitment at BNP Paribas India Solutions Pvt Ltd (Deputed by Kelly Services India Private Limited), Mumbai

January 2010 - June 2011

- Aligned resumes with required skills and conducted CV screenings.
- Scheduled interviews and managed recruitment drive logistics.
- Prepared appointment letters and ensured complete onboarding documentation.
- Compiled monthly hiring reports and updated vendor contracts.
- Maintained employee files and managed the recruitment database.