



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, HRIS, and HRIT, with hands on expertise in systems like PeopleSoft. After taking a career break to deepen my knowledge in technology, I gained skills in web development, SQL, Python, Django, and achieved the AWS Cloud Practitioner certification from Amazon.

I briefly worked at Assema, where I led efforts to implement HRMS modules and a barcoding system to streamline processes. Currently, at TATA AIA, I am part of the HR Automation and Services team, managing the go live transition to DarwinBox. My responsibilities include overseeing the compensation module, core data, data migration, letter generation, and PMS.

Proficient in Excel, PowerPoint, Word, and Access, I excel in problem solving, communication, and teamwork, driving efficient and cost effective project outcomes.

EMPLOYEMENT HISTORY:

Automation & Services

Assistant Manager - HR Automation & Services at TATA AIA Life Insurance, Thane
Nov 2024 - till date

- Contributed to the cloud based HRMS implementation and provided post implementation support, assisting in the transition from Oracle Fusion HCM and Peoplestrong to Darwinbox.
- Maintained and supported HRMS systems, ensuring smooth operations and resolving technical challenges.
- Conducted User Acceptance Testing (UAT) and managed sign off processes for system updates and releases.
- Managed query resolution and provided first level troubleshooting for end users.
- Coordinated with vendor support teams to deliver timely solutions, tracking issues to closure.
- Oversaw stakeholder and vendor relationships to ensure project alignment and effective communication.
- Tracked project plans, managed delivery timelines, and monitored development progress.
- Worked on data migration files, ensuring accurate preparation and successful uploads into the system.
- Tested and signed off on system updates and releases, ensuring functionality and accuracy.
- Prepared comprehensive business cases to secure approvals for projects and initiatives.
- Conducted monthly compensation checks, reconciliations, and uploads into the payroll system.
- Generated, reviewed, and verified monthly compensation letters for accuracy and compliance.

HRIT

Assistant Manager - HRIT at Aseema Charitable Trust, Mumbai
Oct 2024 - Nov 2024

HRMS Implementation & Training

- Coordinated with IT and HR teams to lead end to end HRMS implementation, integrating Employee Lifecycle, Leave Management, Recruitment, and Performance Management modules.
- Ensuring timely project completion, data accuracy, and alignment with organizational goals.
- Conducting training sessions for employees to drive user adoption and supported HRMS related queries for seamless user experience.
- Reported to and collaborated with Assistant Head - HR, HR Manager, and IT Technical In charge to align project milestones.

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

Product Management System Implementation

- Spearheading the setup and end to end implementation of a barcode system, covering barcode selection, scanning, printing, testing, and product tracking.
- Evaluated suppliers, negotiated contracts, and finalized rates for barcoding, adhering to companies purchase policy.
- Coordinated closely with the Product Division, particularly the Assistant Manager and IT Technical In charge, to ensure system effectiveness from vendor to sale

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 adhoc reports.

Stretched Projects:

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

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.

Recommendations:

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

✚ **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.