

Swati Shukla

HR Compliance

Langhorne, PA - Email me on Indeed: [indeed.com/r/Swati-Shukla/7daf1a2fa7ac3f04](https://www.indeed.com/r/Swati-Shukla/7daf1a2fa7ac3f04)

Authorized to work in the US for any employer

WORK EXPERIENCE

Program Manager - HR Compliance

Hewlett Packard Enterprise - February 2013 to Present

As a part of the HR Compliance team, managing multiple Compliance Programs across functions and geographies. Considered a trusted partner within HR Leadership and community, and have strong relationships with Business, Legal, Procurement, IT and Internal Audit. Subject Matter Expertise in HR policy/process and internal/external compliance repeatedly leveraged to consult HR colleagues and partners towards better governance and implementing a control framework for mitigating risk in HR processes.

- Managed all HR Audits (80+ in last 3+ years) across functions, regions, countries, including ensuring audit readiness by training HR partners, participating in audit discussions, facilitating the development of corrective action plans, and follow through of execution. Managing 3 HR SOX Entity Level Controls with external auditors and also represented HR in Client and government initiated audits in business units and multiple countries.
- Managing Global HR Policies to keep them updated and in sync with the cultural, behavior and strategic expectations/direction of the organization. SME for ensuring country policies support local compliance requirements and position the organization at benchmark levels. Lead the setting up the global HR Policies for Hewlett Packard Enterprise and HP Inc. as part of HP separation.
- Managing HR Business Continuity Management ensuring upkeep and ready state of HR wide BCPs, best practice sharing and training. Facilitate desktop exercise in HR and ensure inter-functional dependencies are accounted for in the HR and other functional BCPs.
- Managing Record Management Program in HR. Ensuring Record Retention and deletion is performed in line with country specific legal requirements. Lead the Record Separation initiative across the organization as a part of HP Separation.
- Proactively identified policy/process gaps, areas of improvement, control absence/deficiencies, instances of legal non-compliance, and high risk areas in HR. Developed, piloted and transitioned multiple standardized programs/processes designed for mitigating risk, and improving customer/employee satisfaction. Performed Country and Function specific HR Self Assessments and to identify risk areas and process gaps and drive solutions.
- Developed Policy governance, Audit readiness and Control Framework training for HR.

EDUCATION

MBA in Business Management

Time Frame

June 1999 to May 2001

Business Analysis & Skills Execution

Symbiosis Institute of Business Management

June 1999 to May 2001

Diploma in Labor Welfare

University of Pune

2000 to 2001

Bachelor of Arts in Psychology & English

University of Kanpur

June 1996 to May 1999

Diploma in Network Centric Computing

NIIT

April 1997 to March 1998

ADDITIONAL INFORMATION

Software Proficiency:

Operating Systems: DOS, Windows, Mac

DBMS: Sybase, Microsoft Access, Oracle 8i, SAP/R3 HR, iQMS