

Sweta Rani

HR Manager

📍 Pune 📞 +917488910385 🎭 swetarani219@gmail.com

Summary

HR Manager | 7+ Years in Payroll, Statutory Compliance & Employee Lifecycle

Dynamic HR professional with 7+ years of hands-on experience in end-to-end payroll processing, statutory compliance (PF, ESIC, LTA, Bonus), and HR operations at ISWP Ltd. Led multi-unit administration for Combimill & Jemco, managing hospital records, transport, canteen, and guest house services.

MBA (HR) from Monad University with strong SHRM-CP and CIPD-aligned expertise in risk assessment, MIS reporting, employee onboarding/offboarding, and grievance handling. Passionate about driving organizational efficiency through process excellence and team collaboration in Pune's corporate ecosystem.

Experience

ISWP Ltd.

Assistant Manager – Administration (HR Operations)

Jamshedpur, Jharkhand

Dec 2017 – Present

- Managed end-to-end payroll processing for 200+ employees and contractors, ensuring 100% accuracy based on attendance and pay rates, reducing errors by 25%.
- Tracked monthly attendance and leave management, implementing systems that minimized discrepancies and supported SHRM-aligned ethical practices.
- Oversaw statutory compliance follow-ups (PF, ESIC, LTA, bonus), conducting audits that achieved zero penalties during 3+ annual reviews.
- Verified contractual bills and PF/ESIC submissions, mitigating legal risks and saving 15% on compliance costs.
- Maintained HR files, databases, and MIS reports using MS Excel, enabling data-driven decisions for leadership.
- Documented employee personal files and executed full-cycle offboarding, including exit interviews, PR releases, and NOC clearances, improving retention insights.
- For the past 2 years, led administration for Combimill and Jemco units, supervising hospital records, guest house maintenance, canteen services, and transport operations.

Education

Monad University, Hapur, UP

MBA (HR)

66.8%

Master of Business Administration

2014

Jsr Women's College, Ranchi University

BA (Hons)

59%

Bachelor of Arts

1997

Volunteering

Tata Steel Blood Donation Camps

Volunteer

Jamshedpur, Jharkhand

2024

Actively participated in blood donation drives, supporting donor registration, crowd management, and post-donation care. Contributed to community health initiatives with a team of 20+ volunteers.

Road Safety Week – Tata Steel Initiative

Community Awareness Volunteer

Jamshedpur, Jharkhand

2023

Led public campaigns promoting helmet usage and seat belt compliance. Designed educational materials and conducted street plays in collaboration with local police and schools to reinforce traffic rule adherence.

Kasturba Gandhi Balika Vidyalaya (Tata Steel Subsidized School)

Volunteer

Jamshedpur, Jharkhand

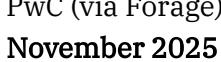
2019

Volunteered in art education for 80+ underprivileged girl students. Assisted in weekly art sessions, distributed clothes, stationery, and hygiene kits during welfare drives.

Skills

Core HR & Statutory Compliance

End-to-end payroll, PF/ESIC/LTA compliance, attendance tracking, MIS reporting, and employee lifecycle management



Payroll Processing, Statutory Compliance, PF, ESIC, LTA, Bonus, Employee Onboarding, Attendance & Leave Management, HR Documentation & MIS Reporting, Employee Onboarding & Offboarding

Audit, Risk & Fraud Detection

Risk analysis, audit planning, fraud detection, and compliance controls using PwC Audit Simulation



Risk Analysis, Audit Planning, Fraud Detection, Professional Skepticism, Analytical Procedures, Audit Procedures, Risk Reduction, Compliance Audits

Leadership & Team Management

Led multi-unit teams (Combimill & Jemco), managed 200+ workforce, drove process efficiency and team performance



Leadership, Team Management, People Management, Performance Management, Conflict Resolution, Decision Making, Delegation

Stakeholder Communication

Liaised with leadership, vendors, and employees for payroll, compliance, and operational alignment



Stakeholder Communication, Negotiation, Interpersonal Skills, Presentation Skills, Vendor Management, Grievance Handling

Technical & Digital Skills

Advanced MS Excel for MIS, payroll, and reporting; HRIS basics and digital documentation

MS Excel (Advanced), VLOOKUP, PivotTables, MS Word, HRIS, Data Analysis, Internet, Email

Soft Skills & Adaptability

Problem-solving, emotional intelligence, time management, and adaptability in dynamic environments

Problem Solving, Emotional Intelligence, Time Management, Adaptability, Critical Thinking, Attention to Detail

Interests

Creative Arts

Painting, Cooking, Art Education

Leisure & Culture

Music, Traveling, Movies, Cultural Engagement

Diversity & Inclusion

Women empowerment, Community outreach, Cultural sensitivity

Certifications

SHRM Foundation Certificate: Inclusive Workplace Practices

SHRM.org

November 2025

4-hour micro-course on DEI, talent development, and inclusive HR practices; earned 10 PDCs toward SHRM-CP certification. Applied to team management and compliance in multi-unit operations.

🔗 <https://www.shrm.org/foundation/employing-abilities-at-work>

PwC Audit Job Simulation

PwC (via Forage)

November 2025

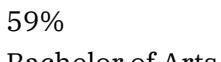
Virtual experience in audit planning, risk analysis, fraud detection, and compliance testing. Enhanced skills in analytical procedures and professional skepticism for HR payroll audits and statutory obligations.

🔗 <https://www.theforage.com/simulations/pwc-ch/audit-vety?reloaded=true>

Languages

Hindi

Native



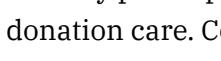
English

Professional Working Proficiency



Punjabi

Fluent (Spoken)



Bhojpuri

Fluent (Spoken)



Bengali

Fluent (Spoken)

