

# HINET PATIL

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## SUMMARY

An enthusiastic professional with 3 years of experience in Learning & Development and Talent Acquisition in Banking and IT industry. Proven track record in successful project management, negotiation, analytics, stakeholder management and marketing with agility for learning in fast-paced working environment. Ability to work under pressure by collaborating with diverse teams by upholding ethical standards. Looking forward to explore different industries and roles to further develop skills and foster growth.

## WORK EXPERIENCE

Manager, Kotak Mahindra Bank, Mumbai

August 2023 - June 2024

### Digital Learning Content Design and Development :

- Designed and reviewed **25** e-learning programs within **10 months**, reducing TAT for content delivery by **30%** through **strategic vendor management**.
- Worked with subject matter experts to ensure the accuracy and relevance of mandatory training content, maintaining compliance with RBI regulations.

### Learning Management System Implementation & Change Management:

- Spearheaded the **implementation of a new LMS for 85,000+ employees**, ensuring a smooth transition with **strategic communication, stakeholder engagement**, and rapid **deployment within 3 months**.

### Learning & Development Analytics:

- Formulated a **training coverage dashboard** using HR data analysis, **providing actionable insights** to various stakeholders, senior leadership and optimizing performance enablement strategies.

### Training Program Management & Implementation:

- Directed a flagship training program, focusing on democratizing learning.
- Orchestrated marketing efforts to attract learners and oversaw end-to-end execution, including vendor and trainer selection, content creation, and marketing, resulting in the program's success.
- Achieved a **participation rate of over 50% of employees**, with a **satisfaction rating of 4.5/5**.

Talent Acquisition Analyst, Accelya Services India Pvt. Ltd., Mumbai

Feb 2022- Aug 2023

### Recruitment Strategy and Execution

- Successfully **closed 170+ out of 200+ offered** positions, maintaining an **80% offer-to-join rate**.
- Implemented a **pre-onboarding engagement** strategy, **reducing offer dropout rate by 30%**.
- Managed the transition from **Oracle ATS to Workday**, ensuring smooth operations.
- Achieved **more than 30%** of the hiring through referrals with **more than 95% of offer to join ratio**.

### Technical and Non-Technical Recruitment

- Recruited for technical roles (**Java, .Net, C++, QA(manual and Automation testing), Oracle, SQL, Azure, AWS, DevOps**) and non-technical positions (**business operations, business analyst, project managers, executive assistant, HR**) across India.

### Operational Excellence

- Managed TA operations for critical departments including Business Operations, Implementation, IT Security, and Quality Assurance.
- Successfully Organized **campus recruitments** and **walk-in drives** for mass hiring across multiple locations.

### Strategic Reporting and Collaboration

- Generated **TA MIS Dashboard reports** for strategic hiring and decision making.
- Collaborated with external TA agencies for specialized hiring.
- Partnered with hiring managers** across diverse geographies (**India, UK, US, Spain, UAE**).

### Efficient Sourcing Platform Utilization

- Utilized job portals like **LinkedIn, Naukri, and Indeed** for talent sourcing.
- Utilized different search methodologies such as **boolean search** for passive hiring.

Assistant Manager - Surveillance, Reliance Jio Infocomm Ltd.

Feb 2017- May 2018

- Monitored PAN India EnodeB and Small Cell networks**, generating detailed **ACME reports** and escalating critical issues for swift resolution. Managed fault incidents and performed **Level 1 troubleshooting** to maintain optimal network performance and reliability.

INTERNSHIPS

Learning & Development Specialist Internship, Crompton Greaves Nov 2021- Feb 2022

- Provided management and support for central L&D initiatives, including training MIS, budgeting, vendor management, and administration of employee feedback and e-learning platforms.

Summer Internship,Arihant Industrial Corporation Limited. May 2021- Jun 2021

- Planned, designed, and reviewed the organization's OKRs system, aligning with the organizational structure and career paths. Identified and resolved issues with designation names, and conducted talent mapping for mid-level positions.

Talent Acquisition Specialist - Internship , Synergetics IT Services 2020

- Spearheaded the entire recruitment cycle for five distinct technical roles and two non-technical positions. Crafted comprehensive job descriptions tailored to various positions within the organization.

HR Intern, Sambhaavna Inc 2019

- Conducted research and field surveys to design training modules, managed intern recruitment, and supported organizational objectives through content writing and social media management.

EDUCATION

Post Graduation Diploma in Management - Human Resources 2020 - 2022  
N. L. Dalmia Institute of Management Studies and Research

Bachelor of Engineering - Information Technology 2013 - 2016  
Mumbai University

ADDITIONAL INFORMATION

- **Competencies:** HR Analytics, Program Management, Stakeholder Management, Vendor Management
- **Technical Tools & Competencies:** Excel, Power Point, Share point, ServiceNow, MS Office/Office365, Outlook, Teams
- **Languages:** English, Hindi, Marathi.
- **Certifications:** Young HR Leader Certification by Jombay