AISHWARYA VIJAYWARGIYA

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EDUCATION

DEVI AHILYA VISHWAVIDYALAYA — Indore
Master of Business Adm. (HR & IT) — *Aug'18– Sep'20*

MEDICAPS INSTITUTE OF SCIENCE AND TECHNOLOGY — Indore
Bachelor of Engineering in Information Technology — *Aug'14– Jun'18*

WORK EXPERIENCE

Bank of New York (A Global Financial services company) — Pune
Team Lead, HR Service Delivery — *Aug'24 – Present*

- Spearheaded a **team of six** to enhance **workforce agility and implement strategies** that improved internal talent mobility.
- Drove Oracle HCM & Eightfold enhancements to improve the employee experience during the application process.
- **Streamlined recruitment workflows**, reducing time-to-fill positions by **43%** (from 70 to 40 days), accelerating hiring efficiency.
- Designed **hiring strategies** that increased **employee retention** and **fostered career growth** across all grades.
- Built **talent pipeline database** in alignment with **workforce planning** to promptly cater hiring needs.
- Partnered with Comp & Ben and Talent Acquisition teams to pen down a data-driven approach in hiring.
- Ensured statutory compliance for cross country talent mobility.
- Reviewed annual and midyear performance of team members.
- Successfully closed **130 positions** (in five months), achieving a record **internal closure rate of 30%**, highest among previous leaders.

SIEMENS ENERGY (A Global company leading Energy Transformation) — Pune
Executive – HR Systems & Operations — *Apr'22 – Jul'24*

- Led & optimized the HR systems to ensure operational excellence to manage the entire gamut of **employee lifecycle** including onboarding, performance management, and exit formalities for 900 employees.
- Implemented global strategic policies at local level to meet organization & business goals.
- Collaborated with **HR Shared Services (HRSS)** & employees to bridge the process gap by **developing solutions** for effective utilization of HR systems.
- Generated HR reports & dashboards for presentation to the management to evaluate HR KPIs & improve policies accordingly.
- Managed **Performance Management System (PMS)** by timely execution of annual and mid-year appraisals, promotions, and feedback sessions.
- Conducted **monthly communication meetings, town halls, skip-level discussions**, fostering transparency & organizational alignment.
- **Organized and executed engagement initiatives** for employees annually, achieving a 20% boost in employee satisfaction.
- Handled & resolved **50+ daily grievances** including sensitive employee issues, guaranteed resolution with continuous communication to stakeholders improving response time and foster positive employee relations
- **Onboarded and inducted 500+ employees** to upheld a smooth transition into the company.

COLLABERA SERVICES (A Global Provider of Talent Solutions) — Vadodara
HR Business Partner — *Jul'21 – Apr'22*

- Enhanced functioning of **Oracle HCM** Fusion tool, to smoothly handle HR topics for workforce of **1,700+ employees**.
- Led **MIS reporting and data analytics**, tracking key HR metrics like headcount, attrition, and attendance.
- Developed **Standard Operating Procedures (SOPs)** to optimize HR workflows while improving efficiency.
- Recognized as **Outstanding Performer (2021)** for excellence in HR operations and process optimization.

PATH INDIA LTD (A leading Construction & Infrastructure company) — Indore
HR Officer — *Jul'18 – Jul'21*

- Managed HR operations for employees deployed across multiple sites in India.
- Implemented **performance management** frameworks, improving workforce efficiency and goal alignments.
- Administered a **₹5+ crore annual payroll**, with 100% accuracy and compliance to Indian labour laws.
- Earned an **early performance-based promotion** from the role of HR Executive to HR Officer within 2 years.

ADDITIONAL INFORMATION

Extracurricular Activities

- Led Social & Cultural Committee in Siemens Energy to enhance employee engagement organizing large-scale events, including annual family days with 1,250+ participants.
- Active member of Corporate Social Responsibility (CSR) initiatives, contributing to social impact projects.

Technical Tools & Certifications

- HR Tech Expertise: Workday (Employee Lifecycle), Oracle HCM (Employee Management & MIS), Eightfold (Talent Acquisition).
- Certifications: Lean Management, In Progress: SHRM-SCP®