

Jaqueline Dias

A Strategic Human Resource Leader with Business Acumen



HRBP

HR Operations

Staffing Specialist

Payroll & Compliance

Talent Management

Talent Acquisition

LMS

Comp & Benefits

Employee Relations

Training Development

Manpower P&L

HR analyst

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DOB: 26-Aug-1978

Pune, Maharashtra

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Relocation: Mumbai, Bengaluru

Professional Summary:

- Seasoned **HR leader: 20 years** in **HR operations** and **talent acquisition** for **large organizations**.
- Achieved **recurring revenue** of **20 crores**; optimized **HR processes** for **6000+ contingent staff**.
- Executor of **strategic business partnering**, **compliance**, and **employee lifecycle management**.
- Recognized for **exceptional leadership** and **international client expansion** for **HR staffing** services.

Professional Experience:

AM - HRBP & Talent Acquisition Metropolis Healthcare Limited

Feb 2024 - May 2024

Temporary Stint

- Managed HRBP for **350+ on roll employees**, across **6 laboratories** and Collection Centers.
- Led **Employee Life-cycle, Records & Compliance**, KRA & **Goal settings**, and timely **PMS**.
- Conducted **Excellence Trainings** (POSH, Code of Conduct, IT Security, Behavioral Skills).
- Visited Labs, **Employee Connects**, Query Resolutions and Monthly **Feedback sessions**.
- Controlled exits** and **retained staff**, progressed on **HIPO career developments**.
- Achieved 100% **Talent Acquisition** goals for various roles within **Approved Manpower P&L**.
- Implemented **Change management initiatives** for resource optimization, basis productivity.

Founder - Recruitment Tranzitopz Consultancy

Jan 2020 – Jan 2024

- Accomplished a **7 figure Annual Turnover** in the first year of start-up during COVID.
- Offered **Resume Writing Services** to candidates, **producing 100+ ATS compliant Resumes**.
- Provided **recruitment & HR services** to **Logistics, Banking, Ed-tech, US Healthcare and IT**.

AVP - HRBP GI Staffing Services Pvt Ltd.

Aug 2007 - Jul 2016

- Led West Region**, Mumbai, Pune & ROM, and Ahmedabad with team support of **60 reportees**.
- Generated **20 crores p.a.**, (10% of organizations 210 crores annual turnover) recurring revenue.
- Managed **HR operations, payroll, compliance**, and **employee lifecycle** for **6000 off-roll HC**.
- Directed **Contract Staffing** for both IT & Non IT, for **internal and external Business Partners**.
- Resolved invoicing complexities, reducing **accounts receivable to zero** within a 1 year.

State Head – HRBP & Recruitments I-Process – An ICICI Bank Co.

Dec 2005 – Jul 2007

- Led **recruitment & HR Operations** for **ICICI Bank's retail business partners** in Maharashtra.

National Sales Coordinator Tata Finance Limited

Jan 2001 – Jun 2004

- Coordinated **Sales Operations** managing interactions with 40+ branches and 3000+ dealerships.

EA to HR & OD Head Kinetic Engineering Limited

Jul 1997 – Dec 2000

- Facilitated HR activities, like **onboarding to exits, employee wellness programs, HR policies**.
- Supported execution of **training workshops, seminars, events**, prepared **training content**.

Education and Certifications:

-  **Bachelor of Commerce, Certified Skills: HRBP, Resume Writer, Recruiter, Secretary**