

Jaswinder Kaur



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HR Business Partner

Diligent and dynamic Human Resources Professional with a total of **13 years & 4-month** work experience with companies in the **IT, ITES, Manufacturing, Oil & Gas industries** for domains: **Insurance, Banking, IT, & Engineering**. Contributed to the growth of the organizations as **HRBP (8 years & 7-month), L&D professional (2 years & 11-month), Talent acquisition (4 month), Electrical Engineer (1 year & 6-month)**. Seeking opportunity in an HR role across any Industry.

Key skills as HR Business Partner

- HR Consulting to Business Units
- Employee engagement & experience
- Grievance management
- HR interventions
- Talent Management
- Succession planning
- Retention initiatives
- Performance management
- People metrics, analytics & insights, Compliance management
- OD interventions

Work Experience

- 1. Manager HRBP- Edifecs, India-** November 2023 to September 2024, Span of control: 251+ employees, remote.
As a Manager HRBP for India based employees working from different cities, leading HR programs for a business unit.
 - Advisor to the business leadership as a single point of contact for their HR related needs
 - Leading employee engagement programs to bring up the camaraderie & employee experience.
 - Advisor to the BU for the people plan. Insights, analytics & actionable from the people metrics: Attrition, retention, Talent management, salary benchmarking, pay reviews, performance appraisals, employee feedback, internal movements, & hiring needs support.
 - Employee connects for addressing employee queries & their grievances.
- 2. HR Partner – Amdocs, Pune, India-** December 2021 to February 2023, Span of control: 200+ employees, global teams- remote, IC role.
As an HR partner for EMEA & IMEA regions led HR programs & initiatives for a span of 200+ employees based across countries.
 - Led employee well-being project through Ideathon survey, Led Annual appreciation week for employees.
 - Driven salary reviews, internal job rotations, coaching & mentoring programs for employees at different hierarchical levels from the business units
 - Key Potential employees' identification in the units, their succession planning, employees' repatriation support, & Led expat succession planning
 - As HRBP, liaison with C&B, TA, L&D, regional people partner for employee life cycle management, employee queries & concerns redressal, cross functional activities, for any specific HR needs from BU.
 - Driven Annual Employee Pulse survey analytics' & action planning on findings across the BU.
 - Led change management projects for business units during leadership & business changes.

3. HRBP- Tata Consultancy Services, Pune, India- March 2016 to December 2021, Span of control: 1000+ employees, work from office, IC role
As an HR Business partner for BFSI, Telcom, Insurance domains led HR programs & initiatives. Liaison with functional heads and key stakeholders to drive various strategic HR Initiatives.

- HR business partnering for 1000+ employees, employee engagement initiatives, performance management cycle, Talent management, Attrition mitigation, Annual Pulse survey of the employee feedback on Organization's processes.
- Driven HR Employee connect sessions, R&R activities, Skip level, One-o-One connects, Town Hall with employees.
- Liaison with cross functional teams like RMG, TA, BGC, Onboarding for resource gap analysis, positions fulfilment.

4. Talent advisory- Selectigence Pvt Ltd-March 2015 to July 2015 & **Course Advisor at ITAD Pune, India-** July 2015 to March 2016

5. HRBP- Reliance Industries Limited, India- January 2013 to January 2014, Span of control: 500+ employees, work from office, IC role
As an HR Business partner, for 4 plants, led HR programs & initiatives for a span of 500 employees.

- Led a high-performance team of HR Graduates who supported the business of the manufacturing units in tracking performance levels.
- Liaison with the senior leadership team, Operations directors in driving key strategic initiatives across the BU.
- Re-engineered various operations processes to drive significant changes in attrition management, PMS processes, Overtime cost mitigation, HR Web Chats launch
- Reviewed & updated Organization charts in liaison with Business Units heads to enable the restructuring programs across BU.

6. Learning & Development Manager- Reliance Industries Limited, India- March 2008 to June 2010

As a Learning & Development Manager, driven L&D programs & initiatives for employees based across the RIL sites.

- Spearheaded Virtual Classroom, NPTEL, external courses access to employees.
- Reliance-LMS revival

7. Electrical Engineer- Reliance Industries Limited, India- September 2006 to March 2008

As a Plant Electrical-Maintenance Engineer for EOEG, ASP plants contributed to the Operations activities.

- Developed preventive and predictive maintenance programs for Electrical Equipment in the plants.
- Developed Electrical Safety Standards, SMPs and SOPs.
- Driven Root Cause Analysis, Functional Assurance, FMEA for the Manufacturing Units.
- Quality improvement in the PCC / MCC Maintenance practice.

Educational Qualification

1. Highest Qualification- MBA HR from Symbiosis Institute of Management Studies (S.I.M.S), Pune- 2010 to 2012
2. Under Graduation- B.E Electrical from Gujarat University -2000 to 2004

Certification, Self-Learning courses

HR Business Partnership, People Analytics

Key Achievements, & recognition

1. Awarded Special Initiative award for driving Xcelerate – Talent Management program in TCS
2. Awarded for providing support to Talent acquisition team for EP hiring and Freshershiring in TCS
3. Received Special achievement award for Outstanding contribution, Received Service and Commitment award on completion of 3 years with TCS