



99623 96871  
bbulbuli@gmail.com



[www.linkedin.com/in/bulbuli](http://www.linkedin.com/in/bulbuli)



## Bulbuli Swain, MBA with 13+ Years Industry Experience

HRBP | Talent Management | HRMIS | Employee Engagement | L&D | ISO | Automation



### about me



MBA (HR),  
AIMA, Kolkata  
BA Eng Hons,  
Calcutta University



### 13+ Years of Progressive Career



### Skillset

#### HRBP: 12+ Years

- Employee Engagement
- Compensation & Benefits
- End to end Payroll Mgmnt
- Performance Mgmnt
- US Onboarding Mgmnt
- US HR Operations Mgmnt
- Succession Planning
- Health & Safety
- ISO Audit Mgmnt
- Labor Relations Mgmt
- Organizational Communication
- Statutory Mgmnt
- HRMIS: Metrics & KPI
- Organizational Branding
- Facilities & Admin Mgmnt
- Learning and Development

#### Talent Mgmt: 12+ Yrs

- Review Resourcing Plan
- JD creation, Advertising
- Social Media Hiring
- Entry to Exit Process Ownership
- Employee Retention Strategy

### my energizers



Finisher of  
5 Ultra Marathons,  
10 Marathons &  
23 Half Marathons



Finisher of multiple BRM  
events upto 600KM.

Aspiring Triathlete



Today	<b>Simnovus Tech pvt ltd</b> End to end management of Global HR process across India and US geographies
May-2023	<b>BU Software Tech pvt ltd</b> Heading Global HR dept. in Startup environment for 6 Years <ul style="list-style-type: none"> <li>End to end HR, TA &amp; Statutory Mgmt</li> <li>Driving a team of 10 (5 vendors)</li> <li>Ideate, Innovate &amp; Implement HR &amp; TA processes</li> <li>Embracing Automation in HR</li> </ul>
Mar- 2017	<b>Manju Foundations pvt ltd</b> Assistant Manager – HR for Real-estate major in Chennai <ul style="list-style-type: none"> <li>Managing blue collar &amp; white collar stakeholders</li> <li>Talent Acquisition Innovation</li> </ul>
Dec- 2016	<b>Odyssey Technologies ltd</b> HR SPOC for IT Security Product Startup <ul style="list-style-type: none"> <li>Driving HR &amp; TA processes</li> </ul>
May-2015	<b>Amor Management Consultancy</b> Automobile sector TA & HR Processes <ul style="list-style-type: none"> <li>Managed clients: Daimler, Nissan, Ford</li> </ul>
Jan- 2013	<b>Re-Feel Cartridge Engg Pvt Ltd</b> <ul style="list-style-type: none"> <li>Business Development</li> <li>16 Franchises opened</li> </ul>
Mar- 2011	
Jan- 2011	
Dec- 2009	

### tools box



### languages



**English** ★★★★★  
Native  
**Odiya** ★★★★★  
Native

**Hindi** ★★★★★  
Native  
**Bengali** ★★★★★  
Native

**Tamil** ★★☆☆☆  
Beginner

# My Work Experience: A Deep Dive!



## My Roles and Responsibilities



**Simnovus Tech Pvt Ltd (Bangalore)    Senior Manager – HR    May 2023 onwards**

- Heading the HR department globally across India and US geographies.
- Implemented Global Performance Management in quick time.

**Beyond Universe Software Technologies**

**Manager – HR**

**Mar 2017 – May 2023**



- Individually **setup** the HR **department** in a **startup** environment.
- **Introduced** and successfully drove the **ISO** certification for the **organization** in **2017**.
- **Managed** successfully the annual **external Audits** independently for **last 6 years**.
- **Implemented** the first the **HRMS** tool (KEKA) for the organization.
- **Implemented** the **Performance Management** System and **Timesheet** modules in KEKA tool.
- **Designed** and **implemented** company **policies** to promote a healthy work environment.
- **Bridged gap** between **management & employees** by addressing **demands, grievances** & other issues.
- **Grievance** Management across **all levels**. Resolving ER matters by conducting thorough **investigation, collaborating** with business & internal **stakeholders, counselling** and taking **disciplinary measures**.
- End to end **management** of **Payroll Process** for the employees in the Organization, maintaining personal database regarding salaries, address and resolve employee complaints relating to Pay.
- Managed end to end **Talent Acquisition** and **Talent Management** involving processes: Annual resource planning with the CXOs, **Design** a **hiring Plan, Lateral & Campus** Hiring, New Hire **Onboarding & Induction**, Designing **L&D needs** for employees, Organize internal and external **training** sessions, Employee **retention, Separation** Process.
- Identifying the **Training Requirements**, the needs assessment for training and staff development to enhance the **effectiveness** of employee **performance** in **achieving** individual and company **objectives**.
- **Driving** the Midyear **review & Annual Appraisal** process which includes **coaching** the business **leads** on actions & **process adherences, promotions** & annual outcomes, total **reward decisions; coached people managers** on performance review & rewards **communication** style.
- Managed the entire organization moving into **work from home** during **Pandemic** and moving into **Hybrid** way of working post that.



**Manju Foundations**

**Assistant Manager-HR**

**May-2015 to Dec-2016**

**Odyssey Technologies Ltd**

**Senior Executive- HR**

**Jan-2013 to Apr-2015**

**Amor Management Consultancy**

**Senior Executive- HR**

**Mar-2011 to Dec-2012**



**Re-feel Cartridge Engineering**

**Franchise Manager**

**Dec-2009 to Jan-2011**



- Complete management of the organization's HR department as an HR Lead. At Manju Foundations leading a team of 5 & as an Individual contributor at Odyssey Tech for combined duration of 4 yrs.
- Optimally managed HR Departments, Pre- & Post Recruitment process, Employee induction, Performance Management, Employee Engagement & Relations, Training & Development, Statutory Compliances, Manpower Planning, Grievance Handling and MIS.