Swathi Priyadharsini

Human Resources Business Partner

Ex-Tech M | NIT Trichy | CEG Guindy

PERSONAL PROFILE

Hello! My name is Swathi, an experienced HR Business Partner with expertise in effective management strategies. I excel in communication and relationship-building, creating trusting connections with employees. My skills in employee engagement have earned me a strong reputation among leaders.

PROFESSIONAL STRENGTHS

- Excellent written and verbal communication
- Highly organized and attentive to detail
- Good time management
- Proficient in all MS Office applications and Internet
- Extremely adaptable

EDUCATIONAL BACKGROUND

- 2017 – Master of Business Administration, NIT Trichy

- 2014 – Bachelor of Technology, College of Engineering, Guindy

PROFESSIONAL EXPERIENCE

Human Resources Partner

Tech Mahindra Ltd

2018 - 2023

ACCOMPLISHMENTS

Excelled in the role of HR professional during the first year of employment, receiving an excellent performance rating.

Demonstrated a strong understanding of HR principles and practices, quickly adapting to the demands of the job.

Provided effective HR support to employees and management, earning recognition for timely and accurate assistance.

CONTACT

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Location   Bengaluru, 560062

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RESPONSIBILITIES UNDERTAKEN

- **Talent Acquisition:** Beyond just recruitment, this involves understanding where and how to find the best talent for the organization.

- **Performance Management:** This involves tracking employee progress, feedback, and setting performance goals.

- **Learning and Development:** Creating and managing training programs, workshops, and courses for employee growth.

- **Diversity and Inclusion:** Ensuring the workplace is welcoming and inclusive for everyone, regardless of background.

- **Conflict Resolution and Mediation:** Addressing and resolving disputes or misunderstandings in the workplace.

- **Performance Appraisal:** Facilitated the company's Annual Performance Appraisal Process, ensuring comprehensive, accurate, and fair evaluations while supporting employees and managers throughout the process.

- **HR Policies and Compliance:** Ensuring that the company is in compliance with local, state, and federal employment laws.

- **Employee Wellness Programs:** Designing and managing programs to support the physical and mental well-being of employees.

- **Onboarding and Offboarding Processes:** Managing the processes that oversee both the introduction of new employees and the exit of departing ones.

- **Retention Strategies:** Identifying reasons for employee turnover and creating strategies to improve retention.

- **Workforce Planning:** Forecasting future workforce needs and developing a strategy for meeting those needs.

- **Stakeholder Communication**: Effective communication with different stakeholders in an organization such as department heads, team leaders, and more.

- **Change Management:** Guiding organizations through periods of significant change or transformation.

- **Corporate Social Responsibility Initiatives:** Designing and managing programs that contribute positively to society and strengthen the company's public image.