

# 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

# tools box















# servicenow

languages



## 13+ Years of Progressive Career

## Simnovus Tech pvt ltd



End to end management of SIMNOVUS Global HR process across India and US geographies

# May-2023

## **BU Software Tech pvt ltd**

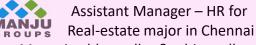
Heading Global HR dept. in Startup environment for 6 Years

- End to end HR, TA & Statutory Mgmt
- Driving a team of 10 (5 vendors)
- Ideate, Innovate & Implement HR & TA processes
- **Embracing Automation in HR**

Mar- 2017

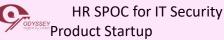
Dec- 2016

## Manju Foundations pvt ltd



- Managing blue collar & white collar stakeholders
- Talent Acquisition Innovation

## May-2015 Odyssey Technologies Itd



Driving HR & TA processes

## **Amor Management Consultancy**



Automobile sector TA & HR

Managed clients: Daimler, Nissan, Ford

Mar- 2011

## Jan- 2011

## Re-Feel Cartridge Engg Pvt Ltd



Dec- 2009

- **Business Development**
- 16 Franchises opened

# Skíllset

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















# 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.
- o Implemented Global Performance Management in quick time.

### **Beyond Universe Software Technologies**

Manager – HR

Mar 2017 - May 2023

- o Individually **setup** the HR **department** in a **startup** environment.
- o Introduced and successfully drove the ISO certification for the organization in 2017.
- Managed successfully the annual external Audits independently for last 6 years.
- o 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.
- o 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.
- o 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.
- o 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

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.