

Swathi Patil

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Location:Bangalore,Karnataka

Senior Business Partner

Accomplished ,SeasonedSr Human business Partner with passion to lead ,inspire & develop others.
Overall 9yrs experience in building various HR operation & functions & expertise in community building

KEY COMPETENCIES

HR Operations
Workforce Planning
Talent management
International Recruitment
Performance Management
Policy drafting & Implementation

Business Operations:
Negotiation
Vendor Managemnet
Technical Project Support
Client Relationship management
Business Strategy Development & Implementation

PROFESSIONAL EXPERIENCE

Tenr Inventure Pvt Ltd

Jan 2022 - Apr 2023

Head -Buisness Development

Tenr is a private firm offering advanced technology platforms & operating with a capability serve industry with consulting specifically in Heavy Engineering & Construction & Manufacturing

Accomplishments:

- Independently generated new business & created revenue of 50lakhs in the financial year 2022-23
- Experience in delivering consulting and staff augmentation Projects, Managing teams & responsible for margins & profitability.
- Generating professional proposals and negotiating terms under Statements of Work.
- Collecting detailed scope/requirements for new opportunities and collaborating with Recruiting & Delivery teams.
- Providing ongoing account management to ensure customer satisfaction.
- Developing & Nurturing relationship with key customer accounts
- Assisting in building organizational effectiveness in driving HR practice like -On boarding,Orientation program,90days new hire buddy engagement program, half yearly performance evaluation process. promotion & annual merit increase program, R&R, PIP, Healthy & Safety program, Exit management
- Driving open feedback culture and assist BU heads to chart out improvements plans for every member
- Working closely with the Business heads to ensure the hiring as per AOP are filled on time
- Working in tandem with the HR transformation team to successfully introduced HRMS to (Talent Acquisition, HR Operations, and PMS)-Including design & project execution KRA/KPI finalization for all the functions
- Worked on various projects closely with operation team -Optimization internal policy review, branding
- Providing support to business unit & Management during organization design
- Driving monthly reviews with Managers to create plans for high performers and low performers.

Accomplishments:

- Structured communication forum "Coffee with HR" for employees to meet HR leaders
Engagement surveys, Policy Communication sessions, Young Managers' Ideation forum
- Handling attrition & SPOC catering to all employees for Full & Final settlement, exit interviews, attrition analysis & interventions.
- Revamping & conducting Rewards & Recognition to enhance motivation at team/individual level.
- Job Grading- Driving job grading process this includes structuring job code in line with job structure thereby ensuring fair pay practice.
- Budgeting- Supporting workforce planning and cost forecast for Production and Non-Production workforce. Publishing monthly budget reports to control and monitor costs.
- Corporate Policy- Amending and revising Corporate Policies, with periodic review for revision.
- Increment Process- Designing increment and bonus payout matrix as per Budgeting process and administering HR operations thereafter.
- Close collaboration with Senior Business leaders to support design, implementation, and continuous improvement of Total Reward solutions.
- Led the HR & Operations team Independently

Deputy Manager

Oct 2019 - Jul 2020

Accomplishments:

- Corporate Policy: Drafting and revising corporate policies as per business requirement and/ law amendments. Benefits Benchmarking and ensuring timely communication of policies via sessions.
- Reporting: Prepared dashboards for cost efficiency and pay review analysis
- Head of POSH committee & investigated & resolved few cases
- Identifying the resources need in consultation with the Business head & operation team for. new and existing assignments. Providing strategic guidance to leaders in terms of costing resource availability etc.. Plan and conduct employee orientation & Induction program
- Evaluating & Approving the Filipinos national salary & operating the payroll through FEMA.
- Responsible for handling International manpower outsourcing business with a monthly billing value of 1.5cr to 2cr
- Independently handled End to End international & local recruitment of various tech stack in IT & Specialised Superintendents in Oil & gas, Manufacturing & Engineering companies in MEA region

HR Executive

Oct 2019 - Jul 2020

Accomplishments:

- Payroll Management (Employees. Strength 50+)
- Induction for new Joiner.
- To look after Increment, promotion, benefits, etc.
- Liaison with various government organization like PF act, ESIC, P. Tax, etc.
- Filing of returns & Updating the license tracer on monthly basis for necessary compliance & renewals and obtaining the licenses for new assignments
- Plan & implement employee welfare activities like Annual Picnic, Birthday celebrations, Annual Awards

Accomplishments:

- Supported recruitment process by conducting the round of interviews, issuing employment letters, conducting inductions, and updating employee records.
- OT, Absenteeism, monthly MIS reports o Responded to internal and external HR related requests, enquiries, and grievances.
- Preparing all HR reports like Attendance, Monthly Budget, Productivity report
- Co-ordinating with client for onsite employee's timesheet.
- Establishment - to maintain and update all personal files related to staff members.

Unnati SGBS foundation

Training & Placement co -ordinator

Mar 2015- Jun 2016

Accomplishments:

- Organizing walk in interviews, facilitating workshops, arranging seminars; Interfacing and collaborating with industry experts to organize sessions.
- Collecting all placement details & preparing Master record to submit with management.
- Co-ordinating with all Pan India placement centers to collect the student's profiles & Cv's
- Training students on Microsoft Excel, Basic English, Computer, Interpersonal skills

AWARDS & TRAININGS

Won the "Best employee for the year 2017"

Won the title in Annual event for "Team player in 2020

Professional Training on POSH by Adwaram team

Mental wellness program for employees with British counselor Mr.Nick Abel

EDUCATION

Electrical & Electronics Engineer

Bapuji Engineering College | Davangere, Karnataka