

# Sachin Tiwari

Kalyan, Maharashtra [/sach.tiwari2@gmail.com](mailto:sach.tiwari2@gmail.com) / +919699073137

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## **OBJECTIVE**

Dynamic HR Business Partner with over 2.5+ years of experience in supporting business growth through effective people strategies. Skilled in manpower planning, budgeting, talent management, performance management, and employee engagement. Experienced in HR analytics, policy implementation, and employee relations. Strong in partnering with business leaders, improving HR processes, and building a positive, high-performance work culture. Known for delivering practical, people-focused solutions in fast-paced environments.

I thrive to work in a team who believes in agile working, everyday learning & bringing innovative practices.

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## **Experience**

### **Smollan India Private Limited.**

**HRBP for Castrol India, Navi-Mumbai, MH (Oct 2025- Till Now)**

- Serving as HR Business Partner for Castrol Oil, managing a PAN-India field sales workforce of 1,626 employees, ensuring smooth HR operations and alignment with business priorities.
- Executed HR operational strategies by aligning people initiatives with business goals and ensuring timely and effective implementation across teams.
- Partnered closely with business leaders to understand manpower requirements, workforce challenges, and drive people-centric solutions.
- Led employee relations initiatives, ensuring timely resolution of grievances, maintaining workplace discipline, and building a positive work culture.
- Drove key HR processes such as performance management, attendance, leave governance, and exit management with strict adherence to timelines.
- Provided data-driven insights through accurate monthly dashboards, HR trackers, and analytics to support leadership decision-making.
- Enhanced organisational effectiveness by identifying operational issues, improving processes, and promoting continuous learning and development within teams.

### **UltraTech Cement Limited – Building Products Division (CC).**

**HR Executive (Business Partner), Mumbai, MH (May 2023 – Oct 2025)**

- Managed HR budgets in alignment with organizational goals and identified areas for cost optimization.
- Managed a PAN-India workforce of 800 on-roll and 750 off-roll employees across sales, technical, and support functions.
- Presented budget performance reports to senior management with actionable recommendations.
- Managed the annual compensation review process, ensuring timely and accurate appraisal submissions.
- Developed and implemented vertical-specific HR strategies aligned with business growth objectives and organizational priorities.
- Designed and executed performance-linked incentive plans for frontline sales and technical teams to drive productivity and retention.
- Led organization design initiatives and finalized org structures in line with business expansion and future requirements.
- Conducted competitive benchmarking and talent mapping to support strategic hiring and internal capability building.
- Established manning norms based on industry standards and internal parity to ensure optimal resource deployment.
- Drove manpower planning, budgeting, and headcount allocation for efficient workforce utilization.
- Successfully closed critical leadership and niche hiring mandates across the BPD vertical.
- Conceptualized and delivered learning & development interventions tailored for frontline sales and technical teams.
- Partnered with senior leadership to co-create and implement business-aligned HR strategies.
- Addressed employee relations issues proactively and fostered a culture of inclusion, engagement, and trust.
- Led the talent acquisition process, including sourcing, assessment, interviewing, and onboarding of key talent.
- Designed and delivered HR training modules on Diversity & Inclusion, Leadership Development, and Performance Management.
- Executed workforce planning strategies to support scalability and future business growth.
- Leveraged HR analytics to generate insights and enable data-driven decision-making.
- Managed position management, Workforce Administration (WFA), and monthly HR metrics reporting to ensure data accuracy, compliance, and effective business decision-making.

## **Tata Teleservices Limited.**

Engineer, Navi Mumbai, MH (Mar 2022 – March 2023)

- Conducted requirement gathering processes to meticulously document and define functional requirements.
- Crafted comprehensive requirement documentation encompassing understanding documents, product backlogs, and user stories..
- Proficient in data visualization techniques utilizing Power BI to extract insights and craft impactful graphical representations.
- Demonstrated expertise in data extraction and transformation using Power Query and Power View within the Power BI environment.
- Provided support in developing Spark jobs leveraging Dataframes and Spark SQL for streamlined data transformations.
- Aided in the implementation of data processing solutions for unstructured data in the Azure Cloud Portal, focusing on optimizing costs.
- Contributed to the construction of end-to-end ETL pipelines utilizing Azure Databricks, facilitating the extraction and transformation of data stored in Azure Data Lake Storage.
- Collaborated directly with clients to refine specifications and enhance project outcomes.

## **Tata Projects LTD.**

Instrumentation Engineer, Mumbai, MH (Feb 2021 – Jan 2022)

- Contributed to the preparation and documentation of vital project materials including I/O lists, Bills of Materials (BOM), and billing documents.
- Facilitated interactions with clients, Project Management Consultants (PMC), vendors, and subcontractors, including negotiation processes and the review and implementation of engineering drawings.
- Coordinated effectively across various disciplines such as Electrical, Piping, Civil, and Mechanical to ensure seamless front-end generation at project sites.
- Assisted in the creation of visually compelling and intuitive reports utilizing Business Intelligence (BI) tools for both monthly and weekly reporting cycles.

## **Skills.**

- SQL, Power BI, MS Excel, MS Word, OS: Windows,
- Management Skill: Vendor Management, HR Budget Planning, HR Strategic Planning, Performance Management, position Management, Talent Management, Talent Acquisition, Project Management, Employee Grievance Management.

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## **Education**

### **MBA in Human Resources**

DY Patil Vidyapeeth, Pune

Currently Pursuing (2024- 2026)

### **B.E in Electronics and Telecommunication**

K.C College of Engineering and Management Research Studies, Mumbai in 2019.