

# Simran Guwalani

## HR PROGRAM ANALYST

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### PROFESSIONAL SUMMARY

*Dynamic HR professional with nearly 2 years of experience specializing in data management, vendor coordination, talent sourcing, and screening. Demonstrated expertise in leveraging Excel and PowerPoint to streamline HR processes and drive program effectiveness. Recognized for fostering a culture of inclusion and diversity, building strong relationships with vendors and stakeholders, and collaborating effectively with cross-functional teams to achieve organizational objectives. Committed to delivering high-quality results and continuous improvement.*

**Phone:**  
+91- 8826297773

**Email:**  
simran.guwalani@gmail.com

**Address:** Delhi, India,  
110077

### EDUCATION

MBA – Human Resources

*T.A. Pai Management Institute (TAPMI), MAHE | 2022 – 2024*

Bachelor of Commerce (B.Com)

*Delhi University | 2017 – 2020*

Class XII – Commerce

*Basava International School, CBSE | 2016 – 2017*

Class X

*Basava International School, CBSE | 2014 – 2015*

### PROFESSIONAL EXPERIENCE

#### **Wells Fargo- Bangalore, India | March 2025- Present**

*HR Program Analyst- HRBP*

- Conducted comprehensive exit interviews (~30 a month) to gather actionable insights, assess employee experiences, and provide feedback to senior management for continuous improvement.
- Compiled key HR metrics, including attrition rates, anticipated exits, and comprehensive summary reports, in Monthly Business Review (MBR) decks to support data-driven strategic planning and decision-making.
- Oversaw (~50) PIP failure intimation communication and completed further process post the failure intimation call.

#### **Wells Fargo- Bangalore, India | June 2024- Feb 2025**

*HR Program Analyst- Total Rewards*

- Ensured accurate management of National Pension Scheme (NPS) data while addressing related inquiries. Enabled subscription for 500+ employees.
- Executed an independent initiative to improve women's health and wellness by spreading awareness through organized sessions.
- Participated in dialogues with prospective vendors to elevate women-focused advantages and their wellness.
- Oversaw data management for tuition reimbursement benefits for around 100+ employees.
- Administered data management for recognizing employee excellence through the Top Achiever's Award program for 500+ employees.
- Assisted in the organization of 10KM Run (with 6000+ participants) in terms of sending out communications and coordinating with the relevant teams/members.

- Facilitated the organization and implementation of a vendor-sponsored fitness challenge (For 8000+ employees) emphasizing health and wellness advantages for participants.
- Supported in organizing the well-being month- a month-long program, which included various activities, workshops, and events both online and offline, pertaining to the mental, physical, social, and financial well-being of the employees.
- Managed requests for vendor and visitor access.
- Researched and analyzed annual financial statements of peer companies as a part of benchmarking.

### **Search Value- Delhi, India | Apr 2021- May 2022**

#### *Research Associate*

- Sourced (~50 per role) Candidates via job portals like LinkedIn and Naukri.
- Screened Candidates and scheduled interviews for clients (for various positions like VP, President and CXO levels)
- In charge of Tracking Talent Movement of various people across industry, especially for candidates placed by us, our current clients, and future potential clients
- Provided Partner support-: Making collaterals like profilers and deck.
- Maintained the accuracy and timely availability of the finance data by updating the database promptly (Talent pool).

## **INTERNSHIP**

### **Volvo Group- Bangalore, India | Apr 2023- June 2023**

#### *DEI & Employer Branding Intern*

- Analyzed the Glass Door reviews and comments for Volvo Group India and provided overall analysis and recommendations.
- Developed a year-long communication plan for the Flexible Benefits Insurance plan provided by the company.
- Supported in the execution of the current communication plan for the Flexible Benefits Insurance plan provided by the company.
- Developed an employer branding framework.
- Designed a few LinkedIn templates and a message, welcoming the new joiners and encouraging them to post about their professional change using customized LinkedIn templates.
- Recommended some activities that can be done during the pride month, 2 of which were executed.
- Developed 5 content across 3 platforms namely- India diversity forum, Avtar Award and Company Intranet, for the purpose of employer branding.

## **CORE COMPETENCIES**

- Data Management & Reporting
- Interpersonal Skills
- Employee Engagement & Wellness
- Talent Mapping
- Strategic Thinking
- Adaptability
- Vendor & Event Coordination
- Excel, PowerPoint, Word
- Languages: English, Hindi, French (B1), Sindhi

## **NOTABLE ACHIEVEMENT**

- Book Published - Echoes of the Eternal Soul
  - Award- 21<sup>st</sup> Century Emily Dickinson Award
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