

Shruti Elizabeth Guria

Human Resource Business Partner

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Profile

Dynamic and analytical professional with a commitment to maximizing organizational human capital. Demonstrated excellence in executing strategic talent initiatives, fostering organizational effectiveness, and spearheading impactful change and transformation. A proactive driver of continuous improvement, adept at developing innovative people programs, tools and processes.

Awards

Customer DNA Award for exemplary performance as Management Trainee in Kotak Mahindra Bank
2022

Secured top 5 percentile in Strategic Reward Management, OB, Ethics & Corporate Social Responsibility
2021

Recipient of Lawrence Soreng & Teresa Soreng Memorial Award for securing the first position in all semesters
2018

Certificates

- Hogan Assessment Certification
- Strategic Organization Design by Ludwig-Maximilians-Universität München on Coursera

Software

Power BI

Tableau

MS Office

Education

Masters of Business Administration,
IIM Indore
08/2020 – 04/2022

Bachelors of Arts (English Hons.),
St. Xavier's College
05/2015 – 06/2018

Skills

Workforce Planning & Talent Strategy

Talent Acquisition & Recruitment

Organizational Design & Development

HR Policy & Compliance

People Analytics & HR Metrics

Compensation & Workforce Benchmarking

Performance Management & Career Development

Professional Experience

Human Resource Business Partner, PhonePe Private Ltd.

08/2024 – present | Gurgaon

- Managed talent pipelines at the business level, actively driving the recruitment of high-priority sales talent while ensuring diversity, geographic workforce optimization, and best-in-class hiring practices to attract top performers
- Developed a succession planning strategy for Cluster Managers, creating a high-potential talent pool and implementing a 6-month immersive learning program to strengthen leadership readiness and drive business continuity
- Led the performance management cycle, overseeing goal setting, periodic reviews, and final evaluations to drive employee productivity & organizational alignment
- Utilized deep business acumen and executional know-how to enable business growth and scale through the ongoing development of new service verticle

Human Resource Relationship Manager, Kotak Mahindra Bank

06/2022 – 08/2024 | Gurgaon

- Worked on detailed succession plans and promotion paths for branch banking staff, optimising career progression and professional development within the team
- Developed and executed retention initiatives to mitigate frontline attrition, strengthening employee engagement and workforce stability
- Designed and implemented a structured PMS for annual appraisals, aligning evaluations and bonus mechanisms with business goals to drive performance and engagement
- Developed and launched a buddy system for new hires, facilitating seamless onboarding and peer mentorship, improved employee engagement, and a significant reduction in early attrition rates

Summer Intern - BCOE Talent Management, Ultratech Cement - Aditya Birla Group

04/2021 – 06/2021

Drove transformational change by implementing a scalable and efficient talent-development framework leading to 15% increase in employee engagement in 3 months

Projects

Live Project on Digitization of Learning Management System - HPCL

09/2021 – 11/2021

Conducted industry-wide analysis & benchmarked best practices for future of work in Public Sectors in India and prepared RFP for identified potential clients

Industry Interface Project on Employee Effectiveness - TCS

08/2021 – 09/2021

Standardized 10 Goal Sheets by benchmarking IT roles across different companies as per TCS standards for measuring the attributes of effective managers