

## Swantika Kaushik

Address: Virar West, Maharashtra

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### **Expertise Highlights:**

Having more than 5 years of rich and varied experience in teaching Information Technology and around 1 year of experience in HR operations. Demonstrated and proven capabilities in Employee Life Cycle Management of frontline to leadership roles, Talent Management, Team Handling & People Management. Specialised in Process Innovation/Automation.

### **Career Objective:**

To pursue a highly rewarding career in the HR industry. Seeking a job in a challenging and healthy work environment where I can use my skill set, both Human Resources and Information Technology related, to contribute towards and achieve the common goal.

### **Core Competencies:**

Effective communication skills, a quick learner, good listener, conflict resolution, analytical thinking, leadership and navigation, technical expertise, relationship management.

### **Technical Skills:**

SAP – HR Module, Just Asq (Query Tool), R-connect, Tableau, Power BI, Java, C, ASP.net, C++, Python, HTML, MS Excel, MS Powerpoint.

### **Professional Experience Map:**

Organization	Designation	Role	From	To
Reliance Brands Limited	Senior Executive – HR	HR Operations & Talent Management	3 <sup>rd</sup> September, 2019	Till Date
Chetana H.S. College	HOD BSc IT	HOD – Professor	February, 2015	August, 2019
Tilak Maharashtra Vidya Peeth	Assistant Professor	Visiting Faculty (Night College)	June, 2014	June, 2016
MPSP Singh College	Assistant Professor	Professor	August, 2013	February, 2015

### **Work Experience:**

#### **HR Operations, Management & Engagement:**

- Co-ordinating with different Business Heads and their teams in HR, Talent Management and IT to bring out new workflow
- Data Analysis – Prepare MIS reports based on the analysis and publishing the reports for Business Heads
- Devised a system for employee reward and recognition
- Provide Tableau & Power BI trainings to HR stakeholders
- Co-ordinating with HRBP for data inputs and resolving their queries
- Have successfully completed 15+ CR's (Change Request) from ideation to execution of the workflow
- Eased on-boarding process by leading to create bite-size videos
- Experienced in merger process
- Coordinated with third party entities for dashboard creation

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### Training and Team Management:

- Head Coordinator for Internal Quality Assurance Cell, Chetana College, Bandra East, 2015 - 2019
- Member of Examination Committee at Chetana College, Bandra East, 2017-2019
- Developed the website for Chetana College, leading a group of students, 2017
- Integral part of NSS, Sports and Cultural Committee, MPSPS college, 2013-2015

### ✚ Educational Qualification:

Course	Year	Institution	Board/University	Percentage
MBA-HR	2016	Sikkim Manipal University (Distance Learning)	SMU	60.10%
MCA	2013	Viva College of MCA	Mumbai University	62.15%
BSc Computer Science	2010	Viva College	Mumbai University	52.37%
H.S.C	2007	Viva Junior College	Maharashtra Board	55.67%
S.S.C	2005	St. Xaviers High School	Maharashtra Board	62.13%

### ✚ Co-curricular Activities:

- Secured 1st Position in Dance Competition at Maharashtra Times Carnival, 2009
- Integral part of Campus Placement for MCA, Viva College, Virar, 2012-2013
- Performed Skit Show at OSS Festival, Essel World
- Presented a Seminar on Research Methodology and Scientific Writing at Kalina Campus for Maharashtra State
- Represented my batch in Intra-College Festival in Badminton.

### ✚ Accomplishments:

#### HR Operations, Management & Engagement:

- Headed two mergers for Reliance Brands Limited (RBL) from the HR Department
- Ideated & implemented creation of workflow/SOP's in RBL
- Data clean-up activity for RBL
- System specialist for UK Hamleys' team
- Successfully completed the CR on PMS from G&O, Mid-year Review, Annual Appraisal, Increment Recommendation, Performance Diary and Digital Letters
- Implemented the Store Manager Module for HRBPs
- Converted various letters to digital format such as: Service letter, Resignation Acceptance Letter, Bonafide Letter. Also mapped the workflow for each subjected letter
- Automated the clearance process for FnF
- Implemented and completed the Aadhar based on-boarding
- Implemented "Rockstar Rewards Point Report" and "Redemption Menu Classification" in RConnect for Talent Management team
- Automating the confirmation process at Retail level.
- Implementing the workflow on PLI and PLI booster

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**Training and Team Management:**

- Co-Authored 5 books under Mumbai University in the field of B.Sc. IT and B.Sc. CS, 2017-2018
- Presented and published research paper on the topic "*Global Issues and Opportunities in Micro Finance and Cell Help Groups – An Indian Perspective*" at National Level in Chetana College, Bandra East, 2018
- Presented and published research paper on the topic "*Innovation in Baking Sector – An Indian Perspective*" at International Level in Sasmira's Institute of Management and Research, Worli, 2019
- Published research paper on the topic "*The challenges and Opportunities of E-Commerce in India*" at National Level in Bunts Sangha College, Kurla, 2019
- Lead Chetana College's Contingent at numerous Inter-College and Intra-College events as a Head Faculty

**\*I hereby declare that the information and particulars are correct and true to the best of my knowledge and belief.**

Date: 17 June, 2020

Place: Mumbai