**Swathi Patel E**

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***Seeking Middle Level Managerial assignments in Human Resource Management (HRM) with a growth oriented organisation.***

**PROFESSIONAL SYNOPSIS**

* A dynamic professional with over **3+ years** of extensive experience in HRM & Administration broadly People Management skills, Recruitment, Compensation, Training & Development, Policies & Procedures, General Administration and Personnel Management.
* ***Presently working with Society for Training & Employment Promotion as HR Manager (Human Resources).***
* Expertise in handling HR functions entailing grievance handling, recruitment, training etc.
* Planning, strategising and implementing abilities with demonstrated success in handling HR issues as well as related administrative matters.
* Adept at handling day to day administrative activities in co-ordination with internal / external departments for smooth business operations.
* An effective communicator with excellent relationship building & interpersonal skills. Strong analytical, problem solving & organizational abilities. Possess a flexible & detail oriented attitude.

**CORE COMPETENCIES**

***HR Functions***

###### *Employee Engagements:*

* Planning and Implementation of various employee engagement activities like SKIP level meetings, festival celebrations, Family Days, Town Halls.
* New joinee assimilation program.
* New HR Policy Roll Outs & HR Tools Session
* Team building exercises

##### Recruitment / Compensation

* Overall co-ordination of manpower planning, recruitment, induction, exit interviews & ensuring cultural fit.
* Developing/ implementing new recruitment/selection policies as per staffing projections.
* Handling salary negotiations, payroll system and compensation administration.
* Managing various activities related to compensation management, pay roll processing and attendance.

#### *New Systems & Policies*

* Defining plans, policies and strategies for greater operational effectiveness and manpower deployment.
* Developing/updating and implementing compensations plans, reward & recognition schemes, HR policies and communicating them across the organisation at all levels.
* Counselling/ grievance handling of the employees to maintain a healthy work environment and facilitating Employee Satisfaction & HR Survey & community development activities.

#### *Performance Appraisals*

* Handling Performance Management System and identifying scope for enhancing the same.
* Initiating rewards & recognition programmes & implementing incentive system for motivating employees.
* Managing the Welfare activities

**ORGANISATIONAL EXPERIENCE**

**Society for Training & Employment Promotion - Hyderabad**

**Manager - HR (Jan`2016 till date)**

*Key Responsibilities*

* As Line HR tracking the presence and performance of all associates
* Responsible for Joining, induction, grievance and issue solving and exit formalities.
* Ensuring that all the associates submit the relevant documentation at the time of joining and coordinating with consultants in verification of the same.
* Co coordinating in Recruitment & Selection matters
* Taking HR Round Interview & Salary negotiation
* Responsible for complete joining and orientation Formalities of new employees.
* Maintained Database and Personnel File
-- Prepared offer and appointment letters and annual track list of increments and confirmations of employees
* Assisting in framing, analyzing and revising the existing HR policies
* Co coordinating in Pay Roll Compensation, attendance & maintaining the Leave record of the employee.

**Lady Willingdon Hospital – Manali (Administrative Assistant)**

**Administrative Assistant ( September `2014- Dec` 2015)**

*Key Responsibilities*

* Organised and provided documents, reports and information to department and external government officials in an useful and well – organised manner
* Created and maintained active files of Goverment programmes such as RSBY and JSSK.
* Maintained the software of the Government schemes from end – to –end .
* Was responsible for reports submission and release of funds from the department.
* Initiated Puchase requistions, Process work orders, invoices and payments.
* Maintain files and folders of all the employees,joining formalities and Attendance & Leave register management.
* Schedule travel, coordinate with travel agency to obtain the best possible trip and prepare travel expense reports accordingly to Doctors, Hospital Administrator and Medical Superintendent.
* Orientation and supervise casual and clerical staff.
* Performed basic book-keeping activities.
* Create and maintained database records of the staff.
* Liaise with local Government authorities and vendors.
* Planned and organised Annual Day Functions, Farewell, Picnic and New Employee Parichay to the staff.
* Maintained the birth,death and deliveries record and submitting that to the concerned official department.
* Managed to fill the gaps for the staff and relieving formalities.
* Issuing medical reimbursement to the patients.

**Crisil Ltd – Hyderabad ( BDO)**

BDO ( June ,2012 – May 2013)

*Key Responsibilities*

* Was responsible for SME sector business generation
* Handled end – to – end process in getting the business , generating the mandates and closures as per the monthly target
* I was taking care of few industrial hamlets in Medak district as well as Hyderabad
* Regular meetings with Industry CEO`s and Associations.
* Procured the business from the assigned banks
* To make the clients and bankers meet at one point to create awareness about the Rating of the company
* Acquired closures were given the detailed research report with all pros and cons of their organisation.
* Got the appreciation for generating revenue and assigned more number places.

**GOOGLE India Pvt Ltd – Hyderabad**

Process Associate ( March `2011 – January` 2012)

* I was into E-book process which is one of the many products in Google.
* As a process associate I was responsible for fixing the bugs that are there in the books
* Submitting every day report to the POD Lead in the team
* Getting interacted with the Quality Team if there are any mistakes there in the book once it is done
* Appreciated for the work done without much errors and transferred to the US Team which was directly working under On- roles from US.

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| **TECHNICAL SKILL SET** |

* Languages : C language.
* Operating Systems : Windows XP and Windows 10
* Technical Software : MATLAB.
* Software Packages : Microsoft Office (Power point, Excel, Word)
* CCNA basics

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| **PROJECT** |

**Project Title: GSM BASED SMOKE DETECTION SYSTEM using KEIL Software**

**Software used: KEIL Software.**

**Description**: The objective of this project is to detect the smoke using smoke sensor. Here in this project we use GSM module. The main role of the project is when an unknown person cigar a light in bus automatically smoke sensor sense the smoke and send the SMS to the bus driver and at the same time buzzer will blow. From this we conclude that the smoke can be detected and can be prevented without any loss due to fire accidents.

**ACADEMIC QUALIFICATIONS**

* **B.Tech(ECE)** from Vathsalya Engg College affliated to JNTU University, 2010, Hyderabad
* Intermediate **MPC** fromRatna Junior College 2006, Kukatpally.
* SSC from St. Alpha`s High School 2004.

**PERSONAL DETAILS**

Father`s Name : E Rajmallu

Mother`s Name : E Laxmi Bai

Date of Birth : 7th Aug, 1988

Residential Address : Gupta Garden, Ramanthapur, Hyderabad

Marital Status : Unmarried