

SWATI B DAVEY

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Acknowledged for strengthening companies to lead in highly competitive situations, targeting senior level assignments and managing teams in Human Resource Management with an organization of high repute

CORE COMPETENCIES

HR Business Partnering / HR Generalist Operations

Performance Management

HRIS & Database Management

Employee Engagement

Policies & Procedures reframing

Process Improvement

Internal & External Audits

People Leadership

PROFILE SUMMARY

- Overall 8+ years of professional experience in **HR Employee life cycle management**
- Managing entire employee database in MS-Excel as well as in **HRMS**
- Handling End to End **employee engagement activities**
- Experience in handling internal and external **Audits**
- Managing complete **HR operations, Statutory Compliance and grievance management** for Chennai region
- Managing **HR Correspondence** and **internal communication** org wide
- Preparing and maintaining various **MIS Reports** such as Payroll, Incentives, Attrition, Performance Appraisal etc.
- Expert in handling **Employee Retentions**
- Reframed **HR policies and Procedures**
- Experience in handling **Rewards and Recognitions**
- Handling **Exit / separation process** and ensure timely processing of Full and final settlements

NOTABLE ACCOMPLISHMENT'S IN CURRENT ORGANIZATION

- ✓ Gave requirements for Exit Module, Appraisal Module, Leave Module, Transport Module in ERP and successfully implemented the same in the organization
- ✓ Framed HR Policies
- ✓ Designed New Exit Interview Forms
- ✓ Gave requirements for Alexa Chat Bot
- ✓ Designed templates for Rewards and Recognition Awards
- ✓ Designed new Attrition Analysis Model

ORGANISATIONAL EXPERIENCE

Feb'13 – until present: HTC Global Services Pvt Ltd., Chennai as Team Leader

Key Result Areas:

- ✓ Playing a lead business partner role, with three team members reporting under me and handling more than 500 resources
- ✓ Being the first point of contact for all HR enquires, administration and correspondence
- ✓ Providing clerical and administrative support to Human Resources Executives
- ✓ Prioritizing and managing own work without any supervision
- ✓ Conducting weekly meetings with respective business units heads
- ✓ Managing and resolving complex employee relations issues thorough investigations

- ✓ Working closely with management and employees to improve work relationships, build morale, and increase productivity and retention
- ✓ Providing HR policy guidance and interpretation
- ✓ Identifying training needs for business units and individual executive coaching needs
- ✓ Developing contract terms for new hires, promotions and transfers
- ✓ Providing day-to-day performance management guidance to line management (e.g., coaching, counselling, career development, disciplinary actions)
- ✓ Maintaining in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance
- ✓ Providing guidance and input on business unit restructures, workforce planning and succession planning
- ✓ Participating in evaluation and monitoring of training programs to ensure success. Follows up to ensure training objectives are met
- ✓ Updating the database as and when new joiners join the organization and release from the organization
- ✓ Preparing the night shift allowance report and attrition report on monthly basis
- ✓ SPOC for audit handled internally and externally for major client projects in Chennai from HR perspective
- ✓ Closely working with various teams, like Resource Management, Project Management, Recruitment, Finance, Payroll, Other Stakeholders and Vendors for smooth working of projects
- ✓ Conducting quarterly events and arranging for annual team outing for the departments
- ✓ Providing necessary inputs to payroll department regarding employee's salary pay-outs and other payroll related inputs
- ✓ Handling performance management in alignment with company's policies and working with the respective managers and HOD's

PREVIOUS EXPERIENCE

Apr'12 – Feb'13: Country Club India Ltd., Chennai as HR Executive

Key Result Areas:

- ✓ Played a HR executive role and handled almost 200 resources (both permanent and contract)
- ✓ Acquired manpower requisition forms from the department for recruitment and sharing it to the recruitment team for getting suitable candidate
- ✓ Ensured the smooth flow of manpower
- ✓ Responsible for maintaining the manpower database and sending periodical MIS reports on manpower movement as well as do analysis pertaining to absenteeism, extra work and attrition
- ✓ Prepared Job description, Job Responsibilities, Scheduling interviews, conducting the preliminary interview and following up with the selected candidates until they join
- ✓ Responsible for training need identification, co-ordination in conducting the training and maintaining the records
- ✓ Taking care of all the on board activities in the branch
- ✓ Prepared and generated the salary statements for all the employees
- ✓ Responsible for Grievance handling
- ✓ Responsible for imparting Induction program
- ✓ Conducted Exit Interview and exit formalities for all employees on their LWD

PROJECTS

Research Project EMPOLYEE GRIEVANCE HANDLING in TCS E-Serve, Schneider Electric, Spencer's Retail (Jan 2012 – March 2012)

Survey on how grievance is handled and tackled in different sector and what are the different types of grievance and also knowing different methods to handle grievance

Mini Project - KIDS CORNER in Dynamic Software Solutions, Chennai (Jan 2010 – March 2010)

A project on kids where they can learn different types of vegetables, colors, fruits, animals, birds, rhymes

INTERNSHIP

IT Internship: TCS E-SERVE, Chennai (1st Dec 2011 – 31st Dec 2011) 30 Days

- Survey on Employee Engagement on “MAITREE” for understanding employees’ needs and requirements from the company

Summer Internship : SCHNEIDER ELECTRIC INDIA LIMITED, Baroda, Gujarat (10th May 2011 – 10th June 2011) 30 Days

- Survey on “Employee Turnover” to know the number of workers who are on leave in the organization and number of workers who are been replaced by new employees
- Arranging **Employee Engagement Activity** for employees
- Arranging **Blood Donation Camp** for the employees

Service Internship: SPENCER'S RETAIL LIMITED, Thiruvananthapuram, Chennai (17th Aug 2010 – 20th Oct 2010) 20 Concurrent Days

- Secluding interview
- Visiting Spencer's stores for interacting with the employees and understanding them
- Doing Employee Appraisal

ACADEMIC DETAILS

- ✓ **2012 MA (Human Resource Management)**
- ✓ **2010 Bachelor of Computer Application**

PERSONAL DETAILS

- ✓ **Date of Birth :** October 29, 1988
- ✓ **Languages :** English, Hindi, Gujarati and Tamil
- ✓ **Address :** No: 24C, Door No: BS3, Adhiral Apartments, Anna Street, Metro Star City, Manikandan Nagar, Kundrathur, Chennai - 600 069