

Khushboo Paliwal

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Professional Synopsis

Human Resource professional with 12+ years of experience in Luxury, Insurance & Retail industry. Exposure to Talent Acquisition, Performance Management, Employee Engagement, Manpower Planning & Budgeting and CSR. A logical, rational, and empathetic person committed towards the personal and professional growth of people within the organization.

Key Highlights:

Talent Acquisition	HR Business Partner	Sales Training
Performance Management	Employee Engagement	CSR

Organizational Experience

RBL (Reliance Brands Limited)
Deputy Manager

Mumbai
August 2021 – Till Date

Key Responsibilities:

▪ Talent Acquisition

- Building the entire beauty segment org structure by extensive sourcing capabilities leveraging modern internet tools and professional networking media
- Partner with hiring managers to plan and execute focused networking, recruitment and hiring activities for senior positions

Chalhoub Group
Assistant Human Resource Manager

Mumbai
June 2011 – May 2021

TARZ Distribution India Pvt. Ltd. is a subsidiary of Dubai based Company - **Chalhoub Group**, that deals in the Distribution of Luxury products. The Group represents a portfolio of over 450 luxury brands, presence in 14 countries. Distribute premium luxury brands like Christian Dior, Coty, Givenchy, Make Up Forever, Burberry etc.

Key Responsibilities

▪ Talent Acquisition Lead: -

- Plan & Execute complete recruitment life cycle, ensuring delivering on manning percentage with keeping checks on cost.
- Campus Connect - Build connect with relevant campuses for onboarding fresh talent for future leadership pipeline.
- Lead Annual Manpower planning and budgeting exercise as per organization strategy.
- Coordinate with hiring managers, business leaders and candidates to ensure expectation settings, smooth joining and onboarding process.
- Deliver best in class onboarding experiences.

▪ HR Analytics: -

- Create HR analytics & MIS, deep diving Attrition, Manning, TAT, Employee Engagement scores and action planning.
- Sales Incentive calculation and linkages business performance. Finalizing inputs for pay out for payroll
- Managing HR software and ERP platforms - SAP SuccessFactors-ERP, Senses, Civil soft

▪ Employee Engagement Activities: -

- Create Annual Engagement Calendar and drive implementation.
- Organize Fun and Festivity events
- Organize Employee town hall and skip level to gauge employee pulse in the organization

▪ **Corporate Social Responsibilities: -**

- Organized events across three pillars – Environment, Education and Humanitarian (Breast Cancer Awareness, Earth Hour, Gift of Giving, Tree Plantation, Blood Donation Camps and others)

Achievements

- Strong Contributions towards increasing the headcount from **150 to 500+** people in last 5years.
- **Talent Acquisition and retention.** Reduced attrition rates from 30% to under 21% through better Employee life cycle management processes and Career Management
- **Brand Ambassador C.S.R - Chalhoub Group India**

Bata India Limited
HR Executive

Mumbai
May 2009 – Oct 2010

Key Responsibilities

- Managing Recruitment for 200+ retail outlet across Western Region. Key deliverable was availability trained resources for Bata outlet
- Running recruitment drives and Walk-in along with hiring partners
- Coordinating with the L & D team for running capability programs for Shop Managers & Salesman

Reliance Life Insurance
HR Executive

Jaipur
Nov. 2007 – Oct. 2008

Key Responsibilities

- Responsible for conducting Walk – ins and Campus recruitment (Bulk Hiring)
- Consolidate the data in Excel format, submit reports via Lotus ID, Taking care of BPMS Tracker (Business Process Management System)
- Recruitment: Conducting preliminary interviews, understand the functional, technical and communication skills of shortlisted candidates.
- Issuing offer letters and appointment letters to new joiners

Academia

- **Talent Management Certification Program – XLRI Jamshedpur 2017-2018**
- **MBA in Human Resource Management - 2005-07**
- **Bachelor's in Business Administration (BBA) - Rajasthan University 2002 - 2005.**

Accolades:

- Represented Rajasthan in National Table Tennis Championship for 7 years and won various prizes at state level championships.
- Represented School in National Debate Competitions.
- Represented College in Dance at State Level Inter College Competitions

Personal Details

- Date of Birth: 13th January 1984
- Address: A/2205, Lake Pleasant, Phase – 2, Lake Homes Powai, Mumbai- 400076
- Marital Status: Married