


Swara Bhatt

Human Resource Professional

 Ahmedabad, GJ, 380001

 <https://www.linkedin.com/in/swara-bhatt/>

 957 471 1721

 bhattswara12@gmail.com

An HR by choice with the versatility to achieve organizational goals. In-depth knowledge of employee management and HR Operations Strategy. Sophisticated in communicating and collaborating effectively by relying on excellent interpersonal skills, high-level emotional intelligence and expertise in employee relations.



Work History

2017-08 - Current

HR Generalist

WebMob Technologies, Ahmedabad, Gujarat

- Talent Acquisition and established end-to-end in-house interview processes for each profile to hire skillful candidates and enhance company culture.
- Developed communication and marketing plan and leveraged talent acquisition tools, resources and campaigns to source and attract top talent.
- Develop and design Interview Process for each niche and crucial positions.
- Captured talent assessment data to identify potential candidates.
- Delivered consultative services and recruited qualified and diversified candidates for employment.
- Planned and managed recruitment activities for new hires using strategic personnel, staffing and position management practices.
- Conducted mass-recruitment activities into pool campus drive and walk-ins.
- Conducted job analysis and job evaluations, resulting in quality job specifications.
- Created and implemented career website, recruitment selection tools and toolkits for onboarding and individual development plans.
- Completed projects on time and under budget while resolving complex issues for senior leaders.
- Reviewed existing policies and procedures to make recommendations for enhancing work productivity, hiring processes and talent management.
- Improved and Established HR and Administrative Process from scratch.
- Implemented software and tools such as HRIS and ATS from scratch.
- Enabled communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart, and implemented HR policies.

2016-06 - 2016-08

- Monitoring Employee Progress and stay abreast on company climate and culture, ensuring it stays positive and productive.
- Implemented company's first sourcing tracking system.
- Implemented Training & Career Development Programs within company.
- Coached HOD and Managers for employee relations matters including employee engagement, documentation, discipline and performance improvement plans.
- Handled overall employee life cycle.
- Conducted employee on-boarding, orientation, induction process and helped organize training & development initiatives.
- Initiated Employee Background Verification Practices.
- Provided support to employees in various HR-related topics such as leaves and compensation and resolved any issues which may arise.
- Organized quarterly and annual employee 360 degree performance reviews.
- Maintained employee files and records in electronic and paper form.
- Handled Payroll with all effective compliance.
- Implemented best employee engagement practices for employee retention.
- Performed budget analysis to control expenditures and predict future budget needs.
- Coached overall budgeting and admin work.
- Initiated Social Branding Activities and PR Activities.

HR Intern

Vuclip Inc., Pune, Maharashtra

- Worked on project "Talent Management by leveraging Social Media".
- Posted positions through approved recruitment channels.
- Shadowing senior manager during exit interviews and verified that employment termination paperwork was completed.
- Supported management in developing and implementing personnel policies and procedures.
- Hired employees and initiated new hire paperwork process.
- Developed and facilitated job recruitment walk-ins.
- Tracked key dates and deadlines and maintained specific personnel lists.
- Coordinated meetings, developed meeting content and presented all updates.
- Promptly corresponded with all applicants and coordinated and conducted interviews.
- Supported human resources staff with new hire orientations.
- Coordinated complex travel schedules, accommodations and trip logistics for candidates and executives.
- Coordinated employment offers with management and extended offers to selected candidates.
- Entered personnel and subcontractor data into central database.
- Used various social media channels to hire for vacant positions.
- Took first round of HR interview for several positions.

- Closed complex and tough roles by recruiting right candidate during crucial requirement.
- File Management for maintaining employee records.
- Actively managing and handling Employee Engagement Activities.



Professional Skills

- Recruitment & Selection
- Applicant Tracking Systems
- Salary and benefits negotiations
- Payroll coordination
- HR Business Operations
- Wages and salary
- Training and mentoring
- Analytical and Critical Thinking
- Talent management
- Compensation analysis
- Equal opportunities facilitation
- Workforce improvements
- Organizational Development



Personality Traits

- Leadership
- People Person
- Observer
- Attentive to the details
- Initiator
- Listener



Education

- **MBA: Human Resources Management**
Indus University - Ahmedabad
- **Bachelor of Engineering: Computer Engineering**
C.U.Shah College Of Engineering & Technology - Wadhwan



Hobbies

- Exploring new places and Socializing.
- Anchoring
- Singing

2015-06 - 2017-06

2011-06 - 2015-05