

SWETA MUKHERJEE

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PROFESSIONAL SUMMARY

- IIM Certified HR professional with approx. 18 years of progressive experience in IT, Manufacturing & Healthcare sectors.
- Experienced in coordinating with dedicated teams for running successful business operations.
- Resourceful at implementing procedures and operating guidelines with an attitude for continuous improvement.
- Experienced in General Administration & Personnel Management.
- Comprehensive knowledge and expertise in implementation of ERP packages like IFS payroll, SAP-HR and customized HR payroll.
- A team player and an exemplary communicator with the ability to liaise with personnel at all levels.
- Possesses a strong background in regional, corporate and branch level support.
- Possesses strong communication, interpersonal and relationship management skills.

SKILLS

- Talent Acquisition
- Training & Development
- Policies & procedures
- Compensation Benefits
- Statutory & Labor Laws
- Analytics & HRIS
- Employee Relations
- Effective Communication
- Coaching & Counselling
- Rewards & Recognition
- HR Audit
- CSR Initiatives

EXPERIENCE

Mar'20 – Till Date	Senior HR Manager, Pulse Sanjeevani Healthcare Pvt. Ltd.
Aug'18 – Nov'19	HR Manager, PASA Group
Aug'15 – Aug'18	HR & Training Consultant, Open Academy of Global Education
Mar'12 – Aug'15	HR Manager, Wizertech Informatics Pvt Ltd
Oct'10 – FEB'12	Generalist HR, Ipsen Technologies Pvt. Ltd.
Oct'10 – FEB'12	Associate HR Manager, Jupiter International Ltd.
May'08 – Mar'10	HR Manager, Shakers Appliances Pvt. Ltd.
Jan'05 – Apr'08	HR Executive, Mukherjee & Associates

CURRENT & PREVIOUS ACCOUNTABILITIES

- Managing entire department working closely with Business Heads/Business Managers and coordinating in forecasting, planning & implementing HR practices.
- Responsible for day-to-day HR operational support. Supervising and managing the different HR initiatives, HR processes and ensuring timely deliverables.
- Assessing & identifying existing status and gaps analysis tools as per NABH standards.
- Formulation and maintaining the Quality Indicator Implementation reports and communicating effectively on the timeline and daily progress in coordination with other team members.
- Formulating & implementing the department specific manuals, policies & procedures and SOPs in co-ordination with respective department heads/ consultants.
- Establishing system for Identifying training needs across levels through mapping of skills required for particular positions and analysis of the existing level of competencies. Designing and developing training modules, understanding of different training methods and delivery of training. Planning, designing and conducting of induction/orientation programs and On the Job Training (OJT).
- Designing appropriate Learning Methodologies - e Learning, Instructor led etc. and measuring of Training Effectiveness through Audits. Preparing of training budget & training calendar and ensure that training objectives are met. Evaluating and monitoring the success of training programs.
- Liaison with internal customers and external vendors to actualize the training. Ensuring continuous learning and mastering all process knowledge and developing individual competencies for improving work efficiency.
- Responsible for checking and ensuring that training records to be update in Employee Personal File as per NABH standard.
- Provide day to day performance management guidance to line management (coaching, counselling, career development, disciplinary actions). Manage salary surveys, job descriptions and corresponding performance measurements.
- Successfully implemented Scorecard based strategic performance management system.
- Manage compensation and benefit administration including compensation analysis, salary budgeting, providing guidelines to and troubleshoot benefit issues with employees.
- Overseeing smooth implementation of HR policies for planning, performance management, recruitment & selection, induction & orientation, succession planning and development of employees in the organization.
- Developing & maintaining monthly and annual MIS pertaining to Training and HR operations according to the company processes.
- Responsible for handling team, work allocation and ensuring team objectives are met.

- Manage and resolve complex employee relations issues including workplace harassment etc. and conduct effective training programmes.
- Responsible to create awareness among employees about POSH act and providing guidelines to employees on their rights & responsibilities towards creating a safe workplace.
- Responsible for implementation of several policies, employee engagement programs, annual days for employees, rewards and recognition programs, team building activities etc.
- Creating awareness of HR as a Brand in the company through various events.
- Developing and implementing Corporate Social Responsibility initiatives.

EDUCATION

2023	Post Graduate Certificate on Strategic Human Resource Analytics from IIM Rohtak.
2012	Post Graduate Diploma in Personnel Management & Labour Laws from National Institute of Personnel Management (NIPM), Kolkata Chapter.
2004	MBA in Human Resource Development & Marketing from Sikkim Manipal University (SMU), (Recognized by UGC).
2002	B.Sc. in Biological Sciences from Surendranath College under Calcutta University.
2001	DNIIT - Diploma in Information Technology from National Institute of Information Technology (NIIT).

ACADEMIC PROJECTS

- Undertaken project on Employee Empowerment in Ceratizit India Pvt. Ltd.
- Undertaken project on Training & Development activities of a particular year in KMDO-II with Life Insurance Corporation of India (LIC).

PROFESSIONAL ENGAGEMENTS

- NIPM (National Institute of Personnel Management), Kolkata Chapter.
- ISTD (Indian Society for Training & Development), Kolkata Chapter.
- NHRD (National HRD Network), Kolkata Chapter.

PERSONAL DETAILS

Marital Status: Married

Date of Birth: 13th Mar' 1978

Address: DB Block, New Town, Action Area 1, Kolkata – 700156, West Bengal

Linguistic Abilities: English, Bengali & Hindi