SWATHY KARTHIK

HUMAN RESOURCE PROFESSIONAL

Over 10 years of generalist experience in Sales HR business partnering with leading multi-national FMCG & Insurance companies. Excellent ability to work under pressure and prioritize tasks to deliver on time. Proficient in administering corporate HR initiatives and handling complex situations with professionalism and confidentiality. Outstanding performance with a strong track record in designing and executing initiatives under talent management, employee engagement and capability building. A self-motivated human resource professional with proven interpersonal skills and a broad knowledge of HR best practices looking for part-time or full-time opportunities in HR..

**PERFORMANCE AWARDS**

Consistent winner of various awards for performance

**PROMOTIONS**

I have been promoted twice

**RATINGS**

Consistently rated 4 or 5 on a scale of 5

**Al Juffair, Bahrain**

*Address*

**+973 34373129**

*Phone Number*

**swathy\_thiagarajan@yahoo.com**

*Email*

**ADITYA BIRLA SUNLIFE INSURANCE COMPANY LTD** | REGIONAL MANAGER – HR *Jan 2018 – Nov 2019*

Managed entire South of India by directly partnering over 400 employees along with at least 10 key stakeholders, independently. Individually managed the Non-DSF vertical of Insurance sales for South with key channels like Third Party Distribution, Agency Partner Channel and Group Business/Institutional Sales. Large part of this role involves Talent Management and Retention Management. Some of my other work included…

*Talent Management*

* Ensure 100% manning as per the budget of various channels at all times;
* Demonstrate important retention activities to reduce attrition lower than industry standards;
* Conduct ADCs to build talent pipeline for key roles;
* Monitor performance and productivity of employees to identify probable attrition indicators;

*Processes*

* Uphold company policies and discipline and ensure action is taken against violators;
* Maintain accurate data on company HRIS called HRMS; Raise hiring and exit requests and manage the same as per TAT;
* Manage stakeholders appropriately to minimize escalations;
* Responsible for grievance management

**MSW - HRM**

2007 – 2009

Madras School of Social Work

**B.Sc Nutrition, FSM & Dietetics**

2004 – 2007

Women’s Christian College

**Higher Secondary (Class XII)**

2003 – 2004

St.John’s Matriculation, Mandaveli

AWARDS

EMPLOYMENT HISTORY

EDUCATION

PROFESSIONAL PROFILE







CONTACT

REFERENCES

**//PROFESSIONAL**

HR BUSINESS PARTNERING

EMPLOYEE ENGAGEMENT

CAPABILITY BUILDING

TALENT MANAGEMENT

EXCELLENT COMMUNICATION

TEAM MANAGEMENT

PERFORMANCE MANAGEMENT

STAKEHOLDER MANAGEMENT

**//TECHNICAL**

MS EXCEL

POWERPOINT PRESENTATIONS

HRIS

SKILLS

EMPLOYMENT HISTORY (continued)

HUMAN RESOURCE PROFESSIONAL

SWATHY KARTHIK

**HINDUSTAN UNILEVER LTD** | SENIOR EXECUTIVE – HR (South) *Feb 2017 – Jan 2018*

After a maternity break of 1 year and 2 months, I re-joined HUL in February 2017 in the same team but a new role. My new role included partnering over 600 employees in the Sales verticial responsible for Talent Acquisition & Management, Performance Management, Exit, Incentive & Payroll and HRIS. Some of my work includes…

* Manage FTE to ensure manpower is well within budget and work with the BHRM to ensure FTE targets are met without disruption in business;
* Conduct Assessment Centres to help in succession planning and to provide feedback to key talent on their career path in HUL;
* Manage performance management as per the company policies;
* Maintain Data hygiene on “Workday” which is the HRIS platform for HUL;

**HINDUSTAN UNILEVER LTD** | Sr. EXECUTIVE – HR (South) *Aug 2014 – Oct 2015*

**HINDUSTAN UNILEVER LTD** | EXECUTIVE – HR (South) *Nov 2011 – Jul 2014*

Supporting the Branch HR Manager (South), it was my responsibility to manage employee engagement, capability building, employee relations, statutory compliance and bottom boxing for all sales employees in South as part of this role. Key achievements include…

* Identified the need for morale upliftment for Sales employees in 2013 and rolled out a targeted intervention campaign called “Be Ali” which included various forms of R&R;
* In addition, have also conceptualized and executed many other engagement and capability initiatives like “License to Sell”, “Assessment & Development Centres”, “RM’s Dream Team”, “RM Reportback” etc.
* National Capability lead in 2014 and 2015 and ER lead from 2012 till 2015;

**HINDUSTAN COCA-COLA BEVERAGES PVT LTD** | HR EXECUTIVE - TN

*Jun 2009 – Nov 2011*

Joined HCCB as an intern for a month and got confirmed on the rolls of the company. Initial role was Welfare Officer and duties included ensuring contract labour attendance and data hygiene, responsible for contract labour manpower allocation and incentives and I was working out of Sales depots. Got promoted in 2010 as HR executive and moved to Chennai corporate office. Key achievements include…

* Conducted more than 10 Market Developer Assessment Centres as an assessor;
* Anchored campus recruitment programme, SALES ACADEMY and was responsible for retention and motivation of the trainees;
* Ensuring KRA setting and Performance review of all Coke staff as per organization’s PMS calendar;

**BIRLA SUNLIFE INSURANCE**

PRASAD KAKKAT

Deputy Vice President - HR

**BRITANNIA INDUSTRIES LTD**

DEEPAK P

Regional HR Manager

*Contact info available upon request*