

SHWMITA KUMARI RATH

🌐 <https://tinyurl.com/Shwmita> | [LinkedIn.com/in/Shwmita](https://www.linkedin.com/in/Shwmita) | ☎ +916371762287 | ✉ shwmita2899@gmail.com |

Professional Summary

HR Business Partner with a proven track record in managing HR functions for large teams across multiple business verticals. Skilled in strategic workforce planning, onboarding, talent management, and performance optimization to align HR initiatives with business goals. Adept at driving employee engagement, retention, attrition and organizational development through data-driven insights and effective stakeholder collaboration. Strong expertise in handling complex manpower planning, HR policies, and change management to support business growth and transformation

Work Experience

Human Resource Business Partner (HRBP), SME at Bajaj Finserv

12/2024 – Present

- Manage **HRBP responsibilities for 750 employees** across Sales, COE, Financial Planning, Product Specialist, Collections, Marketing, and Credit & Operations.
- **Partner with Business Heads** in SME to build and enable employee capability across secured, unsecured, and professional/open market loan products.
- Handle **manpower planning, talent management, and business objectives for 03 distinct loan products**.
- Oversee **onboarding and induction processes for an average of 30 new joiners every month**, ensuring role clarity and KRA/KPI alignment.
- Drive **monthly pulse surveys** to resolve grievances and enhance business effectiveness.
- Lead SME restructuring including **leadership changes across 4 PAN India regions** with core product segregation to improve focus.
- **Source internal referrals, screen CVs, and conduct interviews** for internal and external candidates; coordinate job requisitions and manage recruitment logistics to fulfill business hiring needs.
- Develop attrition dashboards and conduct resignation connects, **achieving retention rates of up to 42%** by providing actionable insights and targeted support to Business Heads.
- Implement and analyze **recognition policies** and accordingly **manage quarterly rewards and recognition programs**.
- Govern **monthly promotion and growth strategies** via auto-promotion, **internal job postings (IJP)**, transfers (business and employee-initiated), and **Employee Growth Policies (EGP)**.
- Utilize HRES like **Microsoft Azure** and employee interface tools such as **Emp360** and **HR Chroma** to manage employee queries, grievance resolution, and lifecycle events **for grades GB09 to GB02A**.
- Lead performance appraisals, KRA setting, and review processes collaboratively with business leaders.
- Compile and analyze monthly incentive and cross-sell benefit charts to inform business decisions.
- Initiate and monitor **Performance Improvement Plans (PIPs) or 'Reboot plans'** for bottom performers, achieving a **70% retrieval success rate**.
- Collaborate with exit teams to handle background verification and offboarding of exiting employees.
- Prepare HRBP decks and presentations for MD-level business reviews.

Assistant Human Resource Business Partner (HRBP), L&D, CoE at Bajaj Finserv

07/2024 – 12/2024

- Served as the **Learning & Development Partner and SPOC across 12 business verticals** coordinating cross-functional programs for agents.
- Developed and rolled out multilingual learning resources that **increased DRA (RBI regulated) certification pass rates from 38% to 65%** and boosted **completion rates from 58% to 92%**.
- Spearheaded a **7% reduction in attrition** of agents by analyzing talent data to identify key risk factors and consulting with business leaders on targeted solutions.
- **Governed audit process for 75+ training batches** to ensure absolute data integrity and regulatory compliance.
- Led a 7-member Tele-Communication Unit and **increased tele-calling utilization from 66% to 97%**.

HR Generalist Intern at Versa Networks

04/2023 – 07/2023

- **Managed the complete employee lifecycle**, from onboarding, induction and policy orientation to leave tracking, compliance training, internal movement updates and exit formalities.
- Owned the **end-to-end background verification program** to mitigate hiring risk and **served as the central liaison** for all vendor coordination, escalations and issue resolution.
- Enhanced the new hire experience by improving the onboarding process to achieve a **25% improvement in TAT**.
- **Collaborated on policy development** and supported regional talent acquisition and engagement initiatives.

Skills

- Workforce Planning, Organizational Design, Talent Management, Succession Planning, Performance Management, Change Management, Stakeholder Management, Background Verification, SPOC Operations
- Employee Lifecycle Management, Recruitment, Interviewing, Onboarding, Exit Management, Leave Planning, Payroll & Compensation Management, Risk Mitigation, Grievance Handling, Employee Engagement Initiatives, Attrition & Retention Analysis, Headcount & Scenario Planning, People Analytics,
- Zoho People, Microsoft Azure, SAP SuccessFactors, ATS Platforms, Power BI, Tableau, SQL, MS Office Suite, Canva, Dashboard Creation

Education

- **Master of Business Administration (MBA) in HR and Marketing** - KIIT School of Management, Bhubaneswar, Odisha, 2022 - 2024 – **8.5/10**
- **Bachelor of Science (B.Sc.) in Zoology Hons.** - Khallikote Autonomous College, Berhampur, Odisha, 2021, **8.65/10**