



SWETA

+91-7008786799
 sweta0115@gmail.com
www.linkedin.com/in/sweta-sinha-41340017
 R K Puram, New Delhi-110066



JOB OBJECTIVE

Scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step;
 seeking assignments with a leading institution of repute

PROFILE SUMMARY

- A NET qualified and established researcher with research publications in journals listed in the internationally acclaimed ABDC list
- Equipped with a Researcher's Acumen and proficient in **Analytics tools** such as **SPSS, AMOS, PLS-SEM & Advanced Excel**
- A competent HR professional with over **40 months of rich & versatile experience** in **HR Strategy/Analytics, Recruitment, Employee Relations, Performance Management, Operations, Process improvement, Technology Intervention**
- Hands on experience to identify, explore and leverage synergies across the HR & Business team to maximizethe **collective business impact**
- An **innovative & result-orientated professional** with strong planning, communication, interpersonal & negotiation skill

Career Path - Snapshot

July 2018 – Ongoing - Pursuing Doctoral Program in Management (DPM- 4th year) – Indian Institute of Management, Rohtak in area of Human Resources Management & Organizational Behavior

Nov 2015 - Aug 2017 - ICICI Bank - Manager HR (Orissa & Chhattisgarh)

Jun 2014 - Oct 2015 - Saija Finance Pvt Ltd - Assistant Manager HR (Bihar & Jharkhand)

Career Path - Detailed

July'18 – ongoing

Indian Institute of Management, Rohtak

As PhD Research Scholar:

- **Published research papers** (conceptual, qualitative & quantitative research methods) in journals of international repute, listed in the renowned **ABDC list**-
 - Sinha, S. and Pandey, A. (2022), "My job is to hide it! A role strain perspective", Development and Learning in Organizations, Vol. ahead-of-print No. ahead-of-print. (ABDC-C)
 - Sinha, S. and Pandey, S.K. (2022), "Do millennials differ in conflict manifestation? Differences within the cohort", Evidence-based HRM, Vol. 10 No. 1, pp. 71-87. (ABDC-B)
 - Sinha, S. and Ghosh, K. (2022), "Organizational sustainability and performance improvement in microfinance institutions (MFIs): managerial insights of what, why and how", Social Responsibility Journal, Vol. 18 No. 2, pp. 240-265. (ABDC-B)
 - Yadav, R. S., Srivastava, P. R., Eachempati, P., Sweta & Chaudhary, O. P. (2020), "CSR & Diversity as Online Signals to Attract Prospective Employees", Indian Journal of Industrial Relations, Vol. 56 No. 1, pp. 88-103.
- **Presented research papers** in various **international and national conferences**-
 - Sinha, S. and Pandey, A. (2020). Impact of knowledge hiding behavior on employees at the workplace: A role strain perspective. Accepted and presented at the Sixth Biennial Conference of Indian Academy of Management, Indian Institute of Management Tiruchirappalli, India.
 - Sinha, S. and Mishra, P. (2020). Scale Development: Recruitment Image of Organization. Accepted and

presented at the Sixth Biennial Conference of Indian Academy of Management, Indian Institute of Management Tiruchirappalli, India.

- Sinha, S. and Pandey, S. K. (2019). Does Gender Composition Of Groups Impacts Intra-Group Conflict?. Accepted and presented at the Academy for Global Business Advancement (AGBA) 16th World Congress, Indian Institute of Technology Delhi, India.
- Sinha, S. and Yadav, R. S. (2019). Are you able to catch my signals?- An organization's perspective. Accepted and presented at the 10th Conference on Excellence in Research and Education (CERE 2019), Indian Institute of Management Indore, India.
- Worked on various **consultancy projects sanctioned by GOI in IIM Rohtak**

Nov'15 to Aug'17

ICICI Bank Limited, Orissa & Chhattisgarh

As HR Manager:

Employee Relations

- Studying the **business trends and its impact**, connecting and implementing insights in order to diagnose and initiate interventions
- Responsible for **Grievance Redressal** of employees & **Member of Internal Complaints committee**
- Conducting **communication meetings & town-hall meetings**

Talent Acquisition & Management

- Selection Process of PO & Campus recruitment from Tier-1/2 colleges; XIMB, IMI, KIIT, SOA, & Utkal university
- Work closely with the business on **forecasting** hiring numbers, development of **recruitment plan**, sourcing, assessment, interviews and negotiation for compensation fitment as per organization matrix

Performance Management

- Handled **Performance Assessment** across the zone including **middle level management**
- Responsible for **normalization** of ratings, checking the ratings for bias & **timely release of ratings**

Operations

- Maintenance of related **HR MIS** and regularly updating **trackers** for zone
- Well versed with working on **Peoplesoft and Hirecraft HR software**

Jun'14 to Oct'15

Saija Finance Private Limited, Bihar & Jharkhand

(Start-up, NBFC)

As Assistant Manager HR:

- Manage end to end recruitment process for the organization for front line, middle level and Operational Roles
- Developed, designed and implemented **Work-Productivity Assessment Module and Dashboard** for front line officers
- Designed and conducted **survey to measure Employee Satisfaction Level**
- Payroll, Attendance and Leave management and statutory payments

TECHNICAL SKILLS

- **NET Qualified** in Labour Welfare/Personnel Management/Industrial Relations/ Labour and Social Welfare/Human Resource Management
- Expert level proficiency in analytics tool such as **SPSS, AMOS, PLS-SEM, Advanced Microsoft excel and Power-point**
- Conversant with HR Software such as **People soft, Grey-Tip, Hire Craft**
- Expertise in **Communication & Presentation Skills (CAPS), Written Business Communication, MS Office** and Internet Applications

EDUCATION

DPM – HR/OB	2018-2023	IIM Rohtak	Pursuing	7.75 CGPA
PGDHRM	2014	IIM Ranchi		69.03%
Bachelor in Food Tech	2012	SRCAPS, New Delhi	Delhi University	63.10%
Class XII	2008	K.V., Andrews Ganj, New Delhi	C.B.S.E.	70.20%
Class X	2006	K.V., Kankarbagh, Patna	C.B.S.E.	87.20%

PERSONAL DETAILS

Date of Birth: 15th January' 1990

Languages Known: Hindi and English