

SHASHWAT BHATT

HR Generalist | HR Operations | Administration

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PROFESSIONAL SUMMARY

HR & Administration professional with 5+ years of experience in HR operations, manpower planning, recruitment support, employee relations, administration, MIS, and liaisoning. Strong expertise in HR policy implementation, employee records management, vendor coordination, and operational efficiency.

CORE HR SKILLS

HR Operations, HR Administration, Recruitment Coordination, Onboarding, Manpower Planning, Employee Records, HR MIS, Attendance & Leave Management, Policy Implementation, Employee Relations, Vendor Management, Government Liaisoning, Facility Management

PROFESSIONAL EXPERIENCE

R.R. Dental College & Hospital, Udaipur

Manager – Establishment (HR & Administration) | March 2014 – September 2019

- Managed end-to-end HR and administrative operations.
- Planned manpower deployment and coordinated recruitment & onboarding.
- Maintained employee records, HR MIS, attendance and leave data.
- Implemented HR policies and handled government & statutory liaisoning.
- Supervised vendors, procurement, and facility management.

Genpact

Senior Analyst | October 2012 – February 2013

- Prepared daily and monthly MIS reports.
- Supported HR and operations teams with data analysis.

Convergys, Gurgaon

Senior Technical Support Officer | April 2010 – September 2012

- Supported US-based clients and assisted with HR-related queries.
- Maintained employee and operational databases.

Hewitt Associates (Aon Corporation)

Planning Specialist | January 2008 – February 2010

- Supported workforce planning and MIS management.
- Awarded Best Mentor Award for pilot team performance.

EDUCATION

Master's in Purchase & Team Management – Sikkim Manipal University (2009)

Diploma in Travel & Service Management – PTU, Jalandhar (2006)

PGDCA – Mohan Lal Sukhadia University, Udaipur

B.Com – Mohan Lal Sukhadia University, Udaipur (2004)

TECHNICAL SKILLS

MS Word, Excel, PowerPoint, HR MIS, Internet & Email Applications