

Padmashri Bailwad

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OBJECTIVE

Strategic and innovative **HR Manager/HR Administrator** who translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. Empowering leader who supports companies and top executives with a unique perspective and appreciation that human capital is every organization's greatest asset. Genuine influencer who thrives on tough challenges and translates visions and strategies into actionable, value-added goals.

PROFILE SUMMARY

- Completed Masters of Business Administration specialized in Human Resource Management.
- Having 9 years, 2 months of experience in Software Industry with 2 years in development (C++ and Java), 4 years in Testing and 3 years in **Human Resource (HR)**.
- Excellent organizational, communication and time management skills.
- Problem solving attitude with an eye for detail.
- Assisted in the setup and implementation of performance reviews.
- Processed background checks for job applications.
- Offered administrative support to VP, Human Resource, and HR Generalist.
- Expertise in Administration, HRIS, e-commerce, banking and healthcare domains, Benefits Administration, Collaboration skills, Employee Relations, Organization Skills, Social Media and Emotional Intelligence, Employee Engagement.
- Good experience in interacting with clients.
- Good experience in creating, modifying, and enhancing both manual Test Scripts and Test Scripts created in selenium.
- Good experience of working in Waterfall and Agile systems.
- Expertise in S.D.L.C, S.T.L.C and B.L.C.
- Experience in interacting with business analysts, developers, and technical support and helped them in base line requirement specifications.
- Thorough hands on experience with all levels of testing including Sanity, Usability, Smoke, Functional, Integration, Regression, Re-testing and User Acceptance Testing.
- Good experience in analyzing changes and identifying areas of the application to be Regression tested.
- Excellent communication and interpersonal skills with strong work ethics.
- Team player, highly productive, Commitment and Result driven in team and Individual Projects.

EXPERIENCE SUMMARY

- **Currently working** as a **Human Resource (HR) Manager and an Administrator** in **Trident Landmarks, Belgaum** since May 2021.
- 2 years, 9 months experience in **Hind Autocranks Pvt. Ltd, Belgaum** as a Human Resource (HR) Manager.
- 1 year of experience in **Citi Transactions Services and Monitoring (CTSM), Kuala Lumpur** as a UAT tester.
- 3 years of experience on desktop and web based applications in **Shineworks, Bangalore** as Test Engineer.
- 2 years of extensive exposure and hands on experience in development and testing various Aerospace RTOS applications in **National Aerospace Laboratories (NAL), Bangalore** using VxWorks as Junior Engineer.

TECHINICAL & SOFTWARE SKILLS

Languages	:	C, C++, Java.
Testing Concepts	:	STLC, Testing Levels, Testing Types, Test development.
Tools & Utilities	:	MS-Office, SQL Server, Windriver Workbench.
Testing Tools	:	Jira, SeleniumIDE, Webdriver.
Operating Systems	:	Microsoft, Unix.
Human Resource	:	HRIS.

EDUCATIONAL QUALIFICATIONS

- **MBA in Human Resource Management** – Amity University – 2020.
- **BE – Electronics & Communications** – K.L.E's College of Engineering and Technology Belgaum, Affiliated to VTU, Karnataka – 2007.
- Advanced Diploma Course in EMBEDDED SYSTEMS from Cranes Software Ltd, Bangalore.

PROFESSIONAL ACHIEVEMENTS

- Got appreciation for “Outstanding Performance for Customer Satisfaction” in CitiGroups.
- Have consistently received appreciation from the client for the work done on the web modules on testing front.
- Consecutively nominated for the Associate Recognition Awards in the team.
- Appreciated for being adaptive and dynamic in undertaking responsibilities based on the project demands.

PROJECTS PROFILE**1) Trident Landmarks (June 2021 till date) – HR Manager and HR Administrator**

- Managed all Human Resources functions in a construction firm.
- Handled oversight, payroll processing, sales, customer service, interviewing, liaising, logistics and documentation.
- Assisted with administration and operations for a fast paced retail business.
- Devised creative and cost-effective incentive and morale-boosting programs (including special events) that increased employee satisfaction and productivity.

2) HIND Autocranks Pvt Ltd (September 2018 to May 2021) – HR MANAGER

- Promoted to fulfill a broad range of HR functions, including recruiting and training employees, administering benefits, overseeing disciplinary action and managing HR records.
- Consolidated HR functions previously managed by several different departments into a single consolidated organization to manage all generalist affairs. Trained and supervised 2 HR assistants.
- Managed staffing and onboarding for administrative, customer service, sales, and warehousing personnel.

3) CitiGroups (Oct 2015 – Oct 2016) – UAT Tester

Citigroup globally and offers operations to support Citi's trade, cash management and commercial cards businesses covering over 100 countries with a corresponding network of 3,300 banks. The CSC in Kuala Lumpur provides high quality, cost-effective, multi-product and multi business processing solutions supporting the APAC and EMEA regions. The center also handles activities across operations and

technology including Anti Money Laundering transaction monitoring to identify and prevent possible money laundering activities; Securities & Funds Services, the Fraud and Authorization Center of Excellence and Global System Entitlement Administration.

Client : Citigroups, Kuala Lumpur
Tools : Selenium, MySQL, MS-Office, Eclipse, Athena.
Role : UAT Tester
Duration : 12 months
Testing Team Size : 25

Responsibilities:

- Estimate the testing requirements and develop test plans, test approach, test procedures based on the test strategy with Time Schedules.
- Review the test cases.
- Estimate the automation testing requirements and automation plan with Time Schedules.
- Identify the test cases, which needed to be, automated.
- Develop the scripts for identified test cases.
- Stabilize all the developed scripts .
- Execute the scripts and send the results to client.
- Keeping track of Hardware and software requirements for the Test Environment

4) Shineworks (April 2011 to Mar 2014) – Test Engineer**Ezshop**

This E-commerce platform includes modules like, Product Management, Users Management, Payment Gateway & Shopping cart, Webhosting, Order Management, Shipping Management, Service Provision and Discount Management with pricing tiers for B2B, Social Bookmarking & sharing and Ratings & Review

Client : BigBasket, Bangalore
Tools : MS-Office, Jira
Role : Test Engineer
Duration : 20 months
Testing Team Size : 8

Responsibilities:

- Review the test cases
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- Performing the code reviews
- Check-in into perforce once script is stabilized and integrate the scripts.
- Levels of testing Sanity, Usability, Smoke, Functional, Integration, Regression, Re-testing and User Acceptance Testing.
- Estimate the testing requirements and plan with Time Schedules
- Keeping track of Hardware and software requirements for the Test Environment
- Person in Charge for weekly updates from clients and held meetings with the team to clear the queries and update the client's requirements.

Corporation Bank (Feb 2013 - April 2014)

Corporation Bank was the forerunner when it came to evolving and adapting to the financial sector reforms. In 1997. The Bank has many " firsts " to its credit - Cash Management Services, Gold Banking, m-Commerce, Insurance, " Online " approvals for Educational loans, 100% CBS Compliance and more recently, its pioneering efforts to take the technology to the rural masses in remotest villages.

Client : Corporation Bank.
Tool : JIRA, Bank Portal, CRM and SQL Server.
Role : Test Engineer
Duration : 22 months
Testing Team Size : 10

Responsibilities:

- Understanding the Requirements and Functional Specifications of the application.
- Participated in identifying the required Test scenarios and Test Cases.
- Involved in reviewing the test scripts as per the requirement specifications.
- Involved in daily & weekly status report meeting with the respective client and update the percentage of completion of task day to day.
- Test case execution in terms of sanity system performance regression and user interface.

5) National Aerospace Laboratories (June 2008 to June 2010) – Junior Engineer**Performance monitoring of Applications using Inter-partition communication. (June 2008 – Jul 2009)**

Client : National Aerospace Laboratories.
Tools : MS-Office, VxWorks, WindRiver Workbench.
Role : Junior Engineer
Duration : 13 months
Testing Team Size : 12

The project was developed based on the idea of performance monitoring and failure recovery. Removing the faulty task and replacing it by its backup task. Performance monitoring was chosen as the desirable feature of replacing the critical tasks or removing it from the schedule to enable continued functionality. The design is described for a typical multi partitioned multiple process task based architecture.

Responsibilities:

- Configured the health monitor to carry out decision-making activities.
- Understanding the project requirements and functionalities.
- Involved in deriving the test cases and designing the manual test cases.
- Executed the applications and observed their responses on the system viewer.
- Created backup applications to perform failure recovery actions.
- Recognized as a Mentor for the team.
- Partition creation to achieve Space partitioning.
- Port configurations to carry out inter partition communication.
- Scheduling and analyzing the partitions for fixed time to ensure time partitioning.
- Testing of functionalities in partitions.
- Developing Code using templates, OOPS Technology.
- Involved in daily & weekly status report meeting with the respective client.