

# SARITHA VINCENT

MANAGER HR & OPERATIONS

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Hyderabad (500027)

## PROFILE SUMMARY

- MBA – Operations Management **with 25+ years of experience** in Office Administration and Banking Operations • Currently associated with DBT / Wellcome Trust India Alliance Hyderabad as Manager -HR & Operations.
- Exposure to various facets of Office operations including products, compliance, customer service, Event planning and logistics, etc.; Vendor/Venue Management & development.
- 15+ years of handling Secretarial responsibilities working with CXO level, office infrastructure & logistics management
- 2 Industries - Banking and Financial Services, not for profit Organization
- 4 Phases of businesses - Start Up, Growth, Consolidation, Turnaround
- 8 Years in Banking industry retail, 15+ years in not-for-profit organization
- 10 Skills - Strategy/Corporate Planning, Building/leading teams, Governance /Stakeholder management, Change Management, Pre-sales/solutions, Transitions /Migrations, Delivery / Operations / Project Management, Process Transformation/improvement, Risk Management.

## HIGHLIGHTS

- **People – Building/Leading teams**
- Responsible for Governance, Stakeholder Management, HR, Operations, Logistics & Procurement Management.
- Successfully participated in India Alliance to be the world's first GFGP (Good Finance Grant Practice) Platinum level assessment and certification.
- Successfully participated in Integrated ISO certification (across 5 standards) ISO 9001, 45001, 37001,22301, 27001
- Improved Governance, Oversight, engagement across all stakeholders - with right interventions.
- Strengthened talent acquisition with appropriate strategies and groomed people with planned talent development aiding retention and succession planning.
- Successfully worked with global stakeholders – multi-cultural, multi-location fostering a sense of 'one team' winning accolades from global stakeholders/customers.

## EDUCATION

### ICSI – 2021-22

- Certificate Course on POSH Management Course
- Certificate Course on Contract Management

### MSME, Chennai – 2021

- Lean Six Sigma

### The European Molecular Biology Organization- 2021

- Leadership Management Course

### Career Factory - 2019

- HR Business Partner

### United Institute of Brussels, Belgium India- 2012

### (Jaro Institute of Management studies)

- Executive MBA (Specialization-Operations)

### Dr.B.R.Ambedkar Open University, Hyderabad, India – 1999

- Bachelor's degree in Commerce

## PROFESSIONAL EXPERIENCE

DBT / Wellcome Trust India Alliance (April 2009 - Till Date)

**Designation:** Manager HR & Operations

DCB Bank Ltd. (Oct 2007 - March 2009)

**Designation:** Credit Coordinator – Personal Loans

HDFC Bank Ltd. (Feb 2004 - Sept 2006)

**Designation:** Sales Coordinator- Auto Loans

The Adarsh Bank Ltd. (Aug 1998 Jan 2004)

**Designation:** Junior Officer