






Megha Gsn



HUMAN RESOURCE MANAGEMENT SPECIALIST

 meghitssmashin16@gmail.com
 +91 8595 48 58585 / 7678 333 603
 JalVayu Vihar, NOIDA
 Indian
 Unmarried

4+ Years

Corporate Human Resource Management



QUALIFICATION

M. Com:
July 2017

International Business
Business Management
Economics








HR SKILLSET

- Recruitment and Hiring
- Training and Development
- Employer-Employee Relations
- Maintain Company Culture
- Manage Employee Benefits
- Create a Safe Work Environment
- Handle Disciplinary Actions

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Complete Corporate Human Resource Management

ASSISTANT MANAGER: HR






WebCair
Infosolutions
(Oct 2020 - Pr.)

- Assistance: Talent acquisition and Recruitments
- Supervising the day-to-day HR operations
- Employee Joining(s) + Onboarding(s)
- Training & development initiative(s)/ Program(s)
- Support; HR-related topics: Leaves/ Compensation/ Attendance etc.
- Grievance(s)/ Doubt(s)/ Issue(s)/ Query Resolving
- HR Program's Promotion
- Creation of Friendly/ Efficient and Conflict-free workplace
- Development + Implementation of HR Procedures/ Program(s) and Policies + Update and Modification
- Performance Management and Improvising(s)
- Gathering and Analysis of useful HR data/ metrics
- Employee Performance Review(s) and Management
- Employee data filing and recording: Electronic and Manual
- Create and Enhance Job Satisfaction
- Prompt and Quick Resolving of Issues
- Perks and Benefits Analysis and Application
- Team Building/ Cooperation Building/ Trust Building Initiatives
- Compliance(s) and Regulation(s)
- Compensation and Benefit planning
- Objective(s) and Target Setting for Team
- Tracking Progress
- Monitoring HR systems and databases
- Review/ Approve/ Modify budgeting

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SR. HR ANALYST



Jupsoft
Technologies
(Apr 2019 -
May 2020)

- Employment Planning
- Recruitment Strategizing
- Interview Applicants: Online, Offline, Virtual
- Prepare and Administer pre-employment/ screening tests
- Perform & Assist Background verification/ investigations
- Plan, Process Transfers, Promotions, Terminations
- Set Dept. Objectives for Team & Track Progress
- Support, Suggest Improvements
- Plan and Host In-house Team events
- Ensure Proper and Complete Paperwork
- Conduct Joining, On-boarding, T&D
- Explain HR Policies/ Procedures/ Standards/ Regulations + Job Duties/ Responsibilities/ Benefits/ Schedules/ Working conditions to new & existing employees
- Organize Learning & Development
- Ensure Employee Participation
- Ensure Compliance of HR Policies, Rules and Regulations
- Design & Implement Company Policies
- Promote Healthy & Friendly Work Environment



THE BEGINNING



2018 Aug - 2019 Apr

Sr. HR Executive: BigBox Creatives

2017 Oct - 2018 May

HR Executive: New Glowry Pvt. Ltd.

2012 May - 2017 Sep

Senior Secondary Teacher, NGO School