

PRIYA MEHTA
HR Executive
Mumbai, India
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PROFESSIONAL SUMMARY

HR professional with 4+ years of experience in recruitment, employee engagement, and HR operations.

SKILLS

Talent Acquisition
Employee Relations
HR Policies & Compliance
Payroll Coordination
Onboarding & Exit Process
Performance Management

EXPERIENCE

HR Executive – GlobalCorp Pvt Ltd (2021–Present)

- Managed end-to-end recruitment for IT and non-IT roles
- Conducted onboarding and induction programs
- Maintained HR records and documentation

HR Assistant – PeopleFirst Solutions (2019–2021)

- Coordinated interviews and training sessions
- Supported HR operations team

EDUCATION

MBA in Human Resources