

Meera Shah

HR Executive

Contact

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Skills

- Management Skills
- Good in Communication skills
- Negotiation

Language

- English
- Hindi
- Gujarati
- Marathi

About Me

With over 12 years of comprehensive experience in Human Resources, I have successfully managed a wide range of HR functions including end-to-end recruitment, onboarding and joining formalities, exit formalities, and attendance and leave management.

Education

- Bachelor in Arts 2012
Mumbai University
- Diploma in Travel and Tourism 2008
SNDT College

Experience

HR Assistant

- Vijay Systems Engineers Pvt Ltd 05/2024 to till Date
Reviewed and shortlisted resumes for roles like Sales Engineer, Project Engineer, and Tender Executive. Worked with recruitment consultants to share job requirements. Scheduled interviews with department heads and directors. Managed induction, joining formalities, and background verification. Prepared offer and appointment letters.
- Sr.HR Operations Executive 06/2023 to 09/2023
Shipyaari
Managed end-to-end onboarding, employee enrolment in **Zimyo**, and maintained records. Issued appointment letters and coordinated welcome kits and ID/visiting cards.
- HR Executive
Ascent Networks 08/2019 to 06/2023
Sourced candidates via job portals, referrals, postings; conducted phone and in-person interviews for technical fit. Handled 50% of onboarding, induction, and documentation to ensure compliance. Maintained accurate HR records, including attendance and filing systems. Implemented **Spine** HR software for attendance tracking and report generation.

● Team HR

04/2014 to 02/2019

Handled end-to-end recruitment for IT and non-IT roles across sectors like real estate. Sourced candidates, customized job descriptions, scheduled interviews, and ensured timely closures. Maintained strong candidate and client communication throughout the process.

● HR Executive

Harjai Computers Pvt Ltd 03/2013 to Nov 2013

Conducted initial screenings, coordinated interviews with HODs, and sourced candidates via job portals. Maintained communication throughout the hiring process, met recruitment targets, ensured follow-ups till onboarding, and updated recruitment trackers regularly.

● Resource Trainee

Actuate HR Solutions 05/2012 to 02/2013

Conducted screenings, scheduled interviews with HODs, and sourced candidates through job portals. Matched profiles to job requirements, ensured smooth onboarding, maintained communication, and met recruitment goals.