

MEGHNA BHATT

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SUMMARY

Human Resource Manager offering 14+ years of work experience with practical understanding of business needs. Highly effective at incorporating creative leadership skills to achieve business objectives. Directs projects that improve efficiency while meeting deadlines and HR budget requirements.

HIGH LIGHTS

HR Strategies	Administration	HR Policy Development
Recruitment & Training	Leave, Payroll, Compensation	Manpower Planning and Budgeting
Performance Management	Grievance Resolution	Statutory Compliance
Induction & Orientation	Exit Management	Employee Engagement

PROFESSIONAL EXPERIENCE

AMG BUSINESS SOLUTIONS PVT. LTD. (GARAVI GUJARAT) Ahmedabad – Gujarat

Designation : HR Manager **Duration :** 21st April, 2015 to till date

AMG (Asian Media Group) was established in the UK in 1968 with the launch of Garavi Gujarat Newspaper in UK. The other leading publications include Eastern Eye, Asian Trader, Pharmacy Business and Asian Hospitality. Operating in the UK, US and Canada with print & digital media of business and consumer publications.

Out line

Overseeing the HR management of employees across the India work from home employees, Ahmedabad & Kochi branch with a direct responsibility for approximately 150+ employees, Reporting to the Directors in the UK Head Office

Key Responsibilities:

- Facilitate the daily management of HR function, working collaboratively with the India Head based out of UK
- Handle the India Recruitment from an advisory standpoint, developing roles and identifying future needs, adhering to the company's recruitment budget
- Recruit for open positions and perform the full life cycle of recruiting activities including sourcing and screening applicants from job boards, agencies, interview, drafting offer letters, providing follow-through with candidates hired more than 200+ employees in collaboration with the management (Media, Web Media, BPO)
- Organize induction orientation programs & initial settling-in process of new recruits.
- Carry out the identification of high performers, with strong focus on talent management and run the internal hiring, promotions

- Done the recruitment of higher positions, Center Head, Branch Head etc.
- Prepare the KRAs & KPIs of all job profiles
- Manage attendance, leave, grievances and day to day HR functions
- Administer personnel files according to policy and regulations
- Serve as a link between management and employees to foster positive environment
- Manage the payroll of all employees of two branches and remote employees
- Overseeing the performance management processes which performance improvement plans, annual reviews and exit interviews
- Coach managers on the process of evaluating employees, setting goals, performance reviews and recognizing and awarding performance to improve productivity

Accomplishment:

- Created the HR Manual including attendance, leave (including maternity & paternity), holiday policies, code of conduct, office decorum, disciplinary procedures
- Increased retention and reduced absence rates through improved employee engagement, policies and procedures.
- Successfully single handedly completed the recruitment of whole branch from the scratch to full-fledged, From junior executive to the branch head
- Successfully formed and ran Anti-sexual harassment committee of all the India branches
- Good Record of having qualified ex-employee on board again
- Successfully retained employees by conducting the effective exit interview
- Handled employee terminations, grievance in a sensitive, fair and respectful manner, working closely with the line managers and the management
- Implemented Referral bonus policy
- Started employee engagement activities

FIVEBRO INTERNATIONAL PVT. LTD. Ahmedabad – Gujarat

Designation : Sr. Executive – HR, **Duration :** 20th February, 2014 to 20th April, 2015

Fivebro is one of the leading distributors of water pumps, valves and fittings. In collaboration with sister concern company dealing with IT projects.

Key Result Areas:

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|---------------------|---------------------------|-------------------------|
| • Recruitment | • Training & Development | • Performance Appraisal |
| • HR Operations | • Induction & Orientation | • Employee Engagement |
| • Policy Management | | |

Job Profile :

- Manage the talent acquisition process of IT & Web Department
- Responsible for hiring of the candidates for .net and Java, software development and database management
- Profiles recruited – Web developer, Web & Graphic designer, implementation engineer, QC, SEO, Digital Marketing, System administrators, IT network engineer
- Joining formalities and Induction program, implementation of induction manual

- Coordinate Probation conformation/promotion of employee
- Induction and orientation of new joinee into the organization. Arranging for his / her smooth settling into the department, along with related visits to respective departments and corporate office & Plant
- Exit interview formalities involving F&F, relieving & experience letters etc
- Handling Performance Management process
- Maintaining Leave Policies, ensuring employees are availing leaves as per the policy and approving them as per the policy
- Assisting employees for Loan requirement as per the company loan policy
- Adminstrated the company HR policies and procedures
- Assisted for company's HR Audit regarding the policies in place, documentation as per the guidelines, checklist etc.

SAS INDUSTRIAL SOLUTIONS PVT. LTD. (FORMERLY KNOWN AS ADITYA INTERNATIONAL CO.)
Ahmedabad – Gujarat

Designation : HR Coordinator, **Duration :** 11th August, 2009 to 18th February, 2014

SAS INDUSTRIAL SOLUTIONS PVT. LTD. is an Int. representative for Magna Industrial Co. Ltd. Hong Kong. A wholly owned subsidiary of the Illinois Tool Works Inc, (ITW), USA - A fortune 500 Company, Manufacturer of Specialty Magna Welding Alloys, Omega Lubricants & Corium industrial Chemicals.

Key Result Areas :

- Recruitment
- Training & Development
- HR Operations

Job Profile:

- Manage the talent acquisition process for open positions, which include drafting job profiles, recruitment, interviewing, and hiring of qualified job applicants, collaborates with departmental managers to understand skills and competencies required for openings.
- Drafting ads for newspapers, posting jobs on jobsites, sourcing and screening applicants, HR interview round, technical round, salary negotiations, job offering
- Employee on-boarding activities; Induction & orientation of new hire
- Conduct the training program up to 21 days, using knowledge of the effectiveness of methods such as classroom training, demonstrations as per standard training manual given by parent company.
- Confer with management and conduct surveys to identify training needs based on performance of BDE/BDMs
- Maintain Personnel File, attendance, leave record, resignation, ex-employees dues
- Processed the Exit Interview, full & final settlement and released Service Certificates after ensuring that the employees owed no dues.
- Scheduling events (Diwali, New Year, Employees Birthday, picnic, Lunch, Dinner).
- Managed the administration, housekeeping, employee welfare, vendor management

Accomplishment:

- Successfully coordinated to start and ran the company's internal software for Sales, CRM & HR aligning with the service provider from scratch as per the company requirement
- Started employee recognition programs, employee recreation, engagement activities

- Suggestion scheme, Attendance Reward, Appreciation letter, Organizing Annual functions and activities
- Awarded for Loyal & Distinguished services

BASIL CONSULTANTS, Ahmedabad – Gujarat

Designation: Recruitment Executive, Duration: 1st January, 2009 to 7th August, 2009

- Worked for Information Technology (IT) Industry

KANERIA GRENITO LTD. Bharuch – Gujarat

Designation: HR Officer, Duration: 1st June, 2008 to 26th December, 2008

Key responsibilities (Plant based) : Recruitment, Payroll, Administration

ACADEMIC CREDENTIALS

- M.B.A. with 61% Specialization with HUMAN RESOURCE from Saurashtra University: May – 2008
- B.Com with 62% from Saurashtra University : May – 2006
- H.S.C. with 60% from GHSEB, Gandhinagar : April – 2003
- S.S.C. with 74% from GSEB, Gandhinagar : April – 2001

PROJECTS

Project Title : General project on all functional areas	Project Title : Report on Training & Development System of Times of India
Company Name : Indian Rayon Nuvo Ltd. VRL	Company Name: Times of India, Ahmedabad
Duration: 6 weeks	Duration : 8 weeks

TECHNICAL SKILLS

- MS-Office, Internet Concepts, HR Softwares

STRENGTHS & TRAITS

- Achievement oriented with an ability to manage change with ease
- Strong planning, organizing and monitoring abilities & good at people skills
- Self-aware - always seeking to learn and grow, Fast Learner
- Positive attitude, enthusiastic, proactive and assertive
- Highly motivated & self-driven
- Decision making abilities & strong believer in work

INTEREST, ACTIVITIES & ACHIEVEMENTS

- Completed 5 years in VISHARAD (Music – Singing)
- Participated in AFRO-ASIAN GAMES Ceremony as a folk dancer in 2004 at Hyderabad
- Writing (Book Reviews, Travelogue – Published in Gujarati Language books & Magazines)
- Reading (Novels – Fiction), Music (Singing & Listening)
- Trekking & Travel

PERSONAL DETAILS

Date Of Birth : 1st January, 1986

Sex : Female

Marital Status : Married

Languages Known : English, Hindi, Gujarati