



Meghna Sagvekar Mestry

PROFILE SUMMARY

Result Driven and Strategic HR Professional with over 13 years of experience in managing end-to-end payroll processing, statutory compliance, HR operations, and employee lifecycle management across Manufacturing, IT, and Staffing sectors.

Proven ability to lead cross-functional HR teams, streamline HR processes, implement HRMS systems, and ensure 100% statutory compliance.

Adept at managing large-scale payrolls (5000+ employees) and driving organizational efficiency through innovative HR practices.

PERSONAL DETAILS

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SKILLS

- Employee Engagement
- Performance Management
- HR Policy Development & Compliance
- Compensation & Benefits Administration
- HRIS
- Conflict Resolution & Employee Relations
- HR Analytics
- Audit & Legal

TECHNICAL SKILLS

- SPINE HRMS/ SPINE NX
- Zoho HR
- Paysquare & Webpay
- Microsoft Excel
- Microsoft Word & PowerPoint

EDUCATION

MBA in Human Resource Management
D.Y Patil University

Diploma in Human Resources
Welingkar Institute

B.com
Mumbai University

WORK EXPERIENCE

- Assistant Manager – HR (Corporate HR, Payroll, Statutory Compliance & HR Ops.) at STELMEC LIMITED from August'2024 to Till date.**
- Deputy Manager – HR at INDIGRID LIMITED from March'2024 to August'2024.**
- Assistant Manager – HR (Corporate HR, Payroll, Statutory Compliance & HR Ops.) at STELMEC LIMITED from March'2017 to March'2024.**
- Executive – HR-Intelliswift software India Pvt Ltd. From Mar'2014 to Sept'2016**
- Consultant- HR Operations- Manpower Group (Staffing). From Sept'2012 to Mar'2014.**
- Branch Administrator- GI Group (Staffing) from Sept'2012 to Mar'2014.**
- Executive- Admin & Finance” in Talentpro India HR Pvt Ltd (Staffing) from 2007 to 2011.**

ACHIEVEMENTS

- Automated payroll system for 5 SBUs using SPINE NX, reducing manual error rates significantly.
- Introduced online attendance system for field/sales teams via GPS-enabled geo-tagging.
- Handled payroll independently for multiple business entities (5000+ employees) using Excel.
- Single point of contact for employee income tax clarifications and resolutions.

KEY RESULT AREAS:

Payroll Management

- Lead and manage payroll operations across 800+ employees PAN India, ensuring 100% statutory compliance
- Developed streamlined payroll and compliance processes, reducing errors and turnaround time
- Ensure accurate processing of salary, incentives, arrears, F & F settlements and reimbursements
- Compliance with tax laws and statutory deductions (PF, ESIC, TDS, PT)
- Collaborated with Finance, Legal, and Tech teams for audit, compliance, and budget alignment.
- Leading payroll audits and simplification initiatives for process efficiency.

Compensation and Benefits

- End to End Manage the administration of employee benefits, including group insurances (Medical, Life, Accident), National Pension Scheme (NPS), Meal Voucher, and Wellness programs.
- Structure and revise CTC components as per statutory norms and company policies
- Conduct periodic compensation benchmarking and recommend pay revisions
- Handle full & final settlements, gratuity, and bonus calculations
- Ensure smooth execution of appraisal cycles and generate increment letters

Statutory Compliance

- Adherence to labor laws (PF, ESIC, LWF, Gratuity, Bonus, etc.)
- Timely filing of returns and documentation for audits
- Liaising with compliance consultants and regulatory bodies.
- Coordinating with vendors for UAN/ESIC registrations and resolving employee queries.
- Handling legal cases, death claims, and field staff terminations in consultation with legal teams.

HRIS & HR Automation

- Implementation and maintenance of HRMS (e.g., SPINE NX)
- Ensuring data accuracy, automation of reports, and system enhancements
- Training users and teams on system updates
- Collaborate with HR Points of Contact (POCs) to resolve system-related inquiries and issues, providing effective solutions and support.
- Lead the implementation, optimization, and ongoing enhancement of the HR Information System (HRIS) to meet the organization evolving needs
- Served as the HRIS super admin, managing access, permissions, and ensuring system security. Ensure data integrity, accuracy, and compliance within the HRIS
- Drive employee letters through the HRIS system to streamline the generation and distribution of employee-related documents, ensuring a consistent and efficient process.

Employee Lifecycle Management

- Smooth onboarding, induction, and exit processes
- Issuance of letters (Appointment, Increment, Promotion, Transfer, relieving, warning, Termination, Showcause and Absconding letter etc.)
- Probation and confirmation tracking
- Conducting employees exit interviews and sharing feedback with management.
- Updating records in HRIS for left cases

Policy Implementation

- Planning and identifying key areas of HR intervention.
- Aligning HR strategies and practices in line with business goals and targets.
- Reviewing Policies and procedures.
- Designing HR policies along with senior management as per the business requirement and implementation scope for process enhancements for improved functioning.

Performance Management

- Data management for appraisal dashboards and review support
- Supporting leadership in performance-related decisions
- Facilitate first appraisal review and confirmation for new employees

Audit & MIS Reporting

- Preparing monthly/quarterly MIS and dashboards
- Coordinating internal and external HR audits
- Ensuring data readiness and policy alignment
- Tracking and consolidating the cost for on roll & off rolls staffs and validation with the Budget plans

Employee Engagement & Grievance Handling

- Planning and executing engagement initiatives, celebrations, and CSR
- Addressing employee grievances with empathy and speed
- Maintaining positive workplace culture

Vendor Administration

- Manage and evaluate vendors for payroll processing, compliance, HRMS, insurance, etc.
- Maintain SLA agreements and ensure timely service delivery
- Coordinate with statutory compliance vendors for PF, ESIC, PT, LWF documentation and payment
- Track and resolve vendor-related escalations effectively
- Ensure legal and audit compliance through vendor documentation and reporting

PERSONAL DETAILS

Date of Birth: 4th August, 1989

Marital Status: Married

Place: Mumbai