

MEGHANA SHETTY

HR Operation Specialist

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SUMMARY

HR professional specializing in Global HR operations, adept at managing the full employee life cycle from onboarding to termination. Proven track record in streamlining hiring, mobility, and onboarding processes and Skilled in workforce administration, including managing working time, leaves, absences, and data reporting, with a focus on data integrity and operational efficiency.

EXPERIENCE

HR Operation Specialist

Present

ContiTech - Continental AG

Bangalore, India

- Implemented hiring, termination, mobility, and onboarding processes, ensuring smooth administration in a high-volume, fast-paced environment.
- Managed priorities effectively, resolving complex HR challenges through collaboration with network contacts.
- Utilized advanced MS Office skills (Excel) for HR data analysis and presentation creation, enhancing reporting accuracy.
- Supported diverse HR operations projects globally, ensuring compliance with labor legislation and GDPR.
- Managed workforce administration (working time, leaves, absences), maintained accurate employee records, and ensured data integrity.
- Processed employee data with attention to detail, aligning with global best practices and legal requirements.
- Developed training and onboarding programs, improving operational efficiency and supporting HR leadership for compliance.
- Led employee relations activities, including onboarding, performance management, and grievances, adhering to best practices.
- Oversaw vendor management, ensuring timely and accurate service delivery for HR functions.

HR Consultant

2021 - 2023

Adecco India

Bangalore, India

- Demonstrated strong interpersonal and communication skills in collaborating with cross-functional global teams.
- Provided high-quality customer service, maintaining excellent support standards and managing tasks efficiently.
- Conducted exit interviews, analyzing reasons for departures and offering insights for employee development and compensation.
- Regularly monitored labor legislation updates and informed HR leadership to ensure operational compliance.
- Monitored labor legislation updates and informed HR leadership to ensure compliance.
- Managed the entire employee life cycle, including onboarding, HR orientation, and HRMS & data management.
- Performed background verification (BGV) through various portals.
- Prepared presentation and communication materials, supporting HR initiatives.
- Oversaw vendor management, and actively collaborated with line managers to develop HR solutions.

EDUCATION

Master of Business Administration

2019 - 2021

Mangalore University

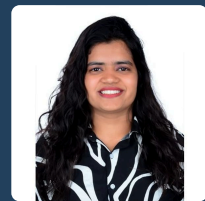
Bangalore, India

Bachelor of Business Administration

2016 - 2019

Mangalore University

Bangalore, India



KEY ACHIEVEMENTS

✓ Increased Employee Retention

Implemented employee engagement programs, resulting in a 20% increase in retention rates.

★ Enhanced Onboarding Process

Streamlined the onboarding process, reducing time-to-productivity by 25% and improving new hire satisfaction.

SKILLS

Employee Relations ·

Global HR operations projects ·

Hiring/termination processes ·

Workforce administration ·

Performance Management ·

Workforce administration ·

Employees' data recording & reporting ·

Collaboration with global teams Effective teamwork and collaboration

HR Systems

CERTIFICATION

Microsoft Certification

Microsoft

Power BI

Udemy

PASSIONS

♥ Employee Engagement

Passionate about creating an engaging and inclusive work environment for all employees.

★ Continuous Learning

Committed to ongoing professional development and staying updated on HR trends and practices.