

Meghali Thakur

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CAREER OBJECTIVE

Attain the position of **HUMAN RESOURCE MANAGEMENT** in your organization where I can utilize my exceptional interpersonal and HR skills which includes expertise in selecting the right manpower, **MANUAL and AUTOMATED payroll administration and PERFORMANCE MANAGEMENT SYSTEMS**, contributing towards the development of your organization.

PROFILE

- Results-driven HR - Manager offering 8+ years in achieving positive human resources results for IT companies. Articulate negotiator skillful in supporting competitive company growth by sourcing top-quality applicants for critical roles. Organized planner with excellent team leadership and program management abilities. Handled 200+ employees.
- Undergone HR Generalist practical training from HR Excellence Global on Key and relevant HR functions
- M.B.A. in Human Resource from Savitribai Phule Pune University.
- IT graduate from North Maharashtra University
- Excellent in Resource Management including Attendance, Leaves, Payroll inputs and performance management, Resource management issues
- Excellent Verbal and Written Communication and strong Interpersonal skills with proven abilities in resolving complex situations
- Conducting regular in-depth TRAINING PROGRAMS for new joiners on product awareness.

SKILL	<ul style="list-style-type: none">• Orientation and onboarding• Employee engagement• MS CRM proficient• Quickbooks proficient• Staff recruitment and retention• Employee Agreement• Team handling• Termination• Attrition• Employee Counselling• Strategic Planning	<ul style="list-style-type: none">• Alternate dispute resolution• Salary Negotiation• Vendor Management• Administration• Benefits Administration• Background Verification• Appraisals• Employee Retention• Conflict management• Talent Acquisition• Rectifying Gaps
<ul style="list-style-type: none">• Decision Making• Payroll• Performance Management• Employee Relationship• HR policies and procedure• Employee Grievance• Leave management• Conflict management• Learning And Development• Performance Improvement Plan• Niche Hiring		

ACCOMPALISHMENT

- Set up the company, HR department and operations in The Social Continent Pvt. Ltd.
- Successfully handling five departments in Nsquare Operations, HR operation, Accounts, Admin, IT.
- Successfully start use of Automatic payroll.
- Appreciation from CEO of Nsquare Experts LLP for people management and managing administration activity remotely in Lock down.
- Laid HR policies and procedures from scratch in Nsquare Experts LLP. Streamlined HR activities and operation in this company being the 1st HR of this company.
- Improve discipline in resources by implementing process.
- Took special initiative in increasing employee engagements in Trinity Material handling solution pvt. Ltd. With various activity.
- Saved 50% cost of job portal's subscription for employee search.
- Started employee achievement awards in NSquare Xperts LLP
- Started bulk fresher hiring with extended bond to utilize the investment in freshers.
- Hired 700+ skilled employees in 9 years career (while working as in HR generalist Field). Technologies hired for .Net,Java, Java Script, MS-CRM, Salesforce CRM, Angular, React Native, Flutter, NestJS, Typescripts, React Angular, Node.js, Express.js, MVC, UI/UX designer JavaScript, Python, C#, C++, Rust, Graphic designer, React JS, Designer Engineers, Electric Engineers, Recruiters, Accounts, Sales, Marketing, Lateral hiring.

Work History

Social Continent Pvt. Ltd., Pune HR Head (July 2023- present)

- Set-up the organization right from the 1st hire.
- As the HR Operations Head, key driver in building and managing efficient HR processes and operations.
- play a crucial role in creating a positive employee experience and ensuring that our human resources function aligns with the company's growth objectives.
- Design, implement, and optimize end-to-end HR processes, ensuring efficiency and compliance.
- Streamline onboarding, offboarding, and other HR workflows.
- Policy Development and Compliance
- Develop and maintain HR policies, ensuring alignment with legal requirements.
- Monitor and enforce compliance with company policies and applicable labor laws.
- Employee Data Management
- Oversee the maintenance of accurate employee records and databases.
- Ensure data confidentiality and integrity.
- Employee Engagement
- Collaborate with teams to develop and implement initiatives that enhance employee engagement.
- Conduct regular surveys to gauge employee satisfaction and identify areas for improvement.
- Performance Management
- Support the implementation of performance management processes.
- Work with leadership to identify training and development needs.
- Manage employee benefits programs, including health insurance and other perks.
- Provide guidance on benefits-related queries.

Ovivo India Pvt Ltd. (MNC), Pune Assistant Manager HR (April 2023- June 2023)

- Consistently recruiting excellent staff.
- Maintaining a smooth onboarding process.
- Training, counselling, and coaching our staff.
- Resolving conflicts through positive and professional mediation.
- Carrying out necessary administrative duties.

- Conducting performance and wage reviews.
- Developing clear policies and ensuring policy awareness.
- Creating clear and concise reports.
- Giving helpful and engaging presentations.
- Maintaining and reporting on workplace health and safety compliance.
- Handling workplace investigations, disciplinary, and termination procedures.
- Maintaining employee and workplace privacy.
- Leading a team of junior human resource managers.
- Handling statutory compliances like PF, ESIC, Gratuity etc for 200+ employees
- Reduced process gaps while supervising employees to achieve optimal productivity.
- Discovered and resolved complex employee issues that affected management and business decisions.
- Stay active with current job boards, social networks, and platforms to find talent, and plan, create, and release job descriptions and announcements.
- Assist in developing and executing personnel procedures and policies, providing guidance and interpretation for business operations
- Participate in development of HR objectives and systems, including metrics, queries, and standard reports for ongoing company requirements
- Assist in administering benefits, compensation, and employee performance programs
- Suggest new procedures and policies to continually improve efficiency of the HR department and organization, and to improve employee experience
- Prepare paperwork, schedule, and facilitate smooth new hire onboarding process, coordinating with cross-functional departments to deliver an exceptional first-day experience
- Handle all administrative tasks for onboarding, new hire orientation, and exit interviews, including entering data into HR information systems and auditing for accuracy and compliance
- Provide an effective and dedicated HR advisory service to employees in relation to absence and health issues, conduct and capability, grievance matters, organizational change, and all other employee-relations matters
- Be the primary backup for payroll processing, including bi-weekly and semi-monthly updates to employee files, bonus/incentive pay, tracking vacation/sick pay, importing expense reimbursements, inputting exceptions, hourly employee validations, and benefit changes
- Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart, and contributes to the development of policies

Nsquare Xperts LLP, Pune

HR Manager(2yrs) (June 2021– March2023)

- Streamlined HR efficiencies, coordinated new hire orientations and provided onboarding and
- training for 30 new employees.
- Liaised between multiple business divisions to improve communications.
- Devised hiring and recruitment policies for 200-employee company.
- Collaborated with legal and compliance teams to review paperwork, obtain feedback and procure available information for new training processes.
- Facilitated successful policy implementation and enforcement to maintain legal and operational compliance.
- Updated training processes by reviewing existing documentation, leveraging feedback from associates and working with legal and compliance teams.
- Handling statutory compliances like PF, ESIC, Gratuity etc for 200+ employees
- Reduced process gaps while supervising employees to achieve optimal productivity.
- Discovered and resolved complex employee issues that affected management and business decisions.
- Maintained current knowledge of industry regulations and legislation to amend policies and promote compliance.
- Provided resolution to complex and confidential issues.
- Worked with managers to achieve compliance with organizational policies, providing clarifying information and recommending necessary changes.

- Accurately prepared monthly payroll and tracking data using "Pocket HRMS" system.
- Promoted employee engagement with organizational objectives during new employee orientations and industry conventions.
- Streamlined complaint response management by providing guidance on policies and ensuring appropriate and accurate investigation processes.
- Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates.
- Recruited top talent to maximize profitability.
- Created and implemented forward-thinking initiatives to improve employee engagement.
- Briefed new hires on essential job information, such as company policies, employment benefits and job duties.
- Structured compensation and benefits according to market conditions and budget demands.
- Facilitated communication and coordination between employees and management to keep parties informed.
- Enhanced team workflows and employee job satisfaction by coordinating communication between managers and employees.
- Reduced process lags by accurately managing confidential records for staff members.
- Coordinated technical training and personal development classes for staff members.
- Retained 100% protocol on management tools and procedural accuracy.
- Instructed senior leaders on appropriate employee corrective steps.
- Adhered to federal and state guidelines and managed payroll and benefits for over 200 employees.
- Served as representative in various civic and community functions to further enhance company image and develop additional business.
- Coordinated activities of human resources team, distributing resources and personnel effectively across organization to meet HR needs.
- Handling recruitment team (team size 3) for efficient recruitment.
- Planning new strategies to meet the recruitment targets.
- Handle pandemic situation effectively to make sure that team is working smoothly without any difficulties.

Nsquare Xperts LLP, Pune

HR Generalist and Admin (3 years) (July 2018 – June 2021)

- Contributed to annual performance appraisals by working with supervisors to achieve consistency and compliance with established procedures.
- Reviewed existing policies and procedures to make recommendations for enhancing work productivity, recruitment, hiring processes and talent management.
- Conducted workplace compliance training to reduce liability risks and operate effectively.
- Provided troubleshooting and technical assistance in use of PeopleAdmin system.
- Reviewed and screened applicant resumes to identify qualified candidates.
- Launched company-wide HR strategies, practices and benefits and compensation policies to drive departmental and business objectives.
- Oversaw and managed hiring process and assisted human resources.
- Liaised between management and employees to deliver conflict resolution, alleviate problems and interpret compensation and benefits policies.
- Maintained work structure by updating job requirements and job descriptions for positions.
- Performed budget analysis to control expenditures and predict future budget needs.
- Planned and managed recruitment activities for new hires using strategic personnel, staffing and position management practices.
- Recruitment with the help of job portals, LinkedIn, and social media.
- Resource onboarding.
- Attendance management of 200 resources.
- Leave management of 200 resources.
- Payroll process automation and manual of 200 resources.
- Statutory compliances of 200 resources.
- Making agreements for new resources and for onsite resources.
- Taking care of all admin activities.
- Resources database management in the software and hardcopy of 200 resources.

- Employee engagement activities of 200 resources.
- Performance management service of 200 resources.
- Appraisals of 200 resources.
- Resource grievance of 200 resources.
- Administration.
- Vendor management.
- Hardware complaints management.
- Inventory management.
- Arranging forex currency for the onsite resources.
- Arranging Visa for onsite resources.
- Conflict management.
- Insurance management of 200 resources.
- Account management on Quickbook.
- Resource augmentation
- Adding records of resource augmentation in MS-CRM
- Liaised between multiple business divisions to improve communications.
- Conducted exit interviews with employees leaving company to gauge areas of success and opportunities for improvement.
- Integrated talent management process to include detailed analysis of potential talent gaps and development of career plans to identify and retain current talent and attract outside talent to business.
- Developed and delivered special events for company employees.
- Promoted and enabled necessary changes to align operations with strategic plans.
- Reviewed applicant qualifications and assisted management and recruiting with hiring needs and determining compensation and total package.
- Resolved understaffing issues, disputes, employee terminations and disciplinary procedures.

Trinity Material Handling Solutions Pvt. Ltd., Pune
HR and Admin (1.7 years) (November 2016 – June 2018)

- Recruitment with the help of job portals, LinkedIn, and social media.
- Resource onboarding.
- Attendance of 200 resources.
- Leave management.
- Payroll process automation and manual.
- Statutory compliances 200 resources.
- Making agreements for new resources and for onsite resources.
- Taking care of all admin activities.
- Resources database management in the software and hardcopy.
- Employee engagement activities.
- Performance management service of 200 resources.
- Appraisals management of 200 resources.
- Resource grievance.
- Administration.
- Vendor management.
- Hardware complaints management.
- Inventory management.
- Arranging forex currency for the onsite resources.
- Conflict management of 200 resources.
- Insurance management of 200 resources.
- Making gate-pass documents for John deer company, Tata Motors company, Mahindra company.

G. H. Raison College, Pune

Admission in charge (4 years) (May 2012 – November 2016)

- Walk in Counselling for Students and parents, to give information about college, courses and admission procedures.
- Follow up with students and parents using collected data for admission.
- Converting enquiries to admissions.
- Solving Students queries about the college and the facility provided by college.
- Handling portal enquiry made by students on the admission portal.
- Administration work: Managing admission Hall usage and assigning work to staff.

Meltek Infosystems Pvt. Ltd., Pune**HR and Admin (1.2 years) (June 2008 – August 2009)**

- Recruitment with the help of job portals, LinkedIn, and social media.
- Resource onboarding.
- Attendance management of 200 employees.
- Leave management.
- Payroll process automation and manual.
- Statutory compliances.
- Making agreements for new resources and for onsite resources.
- Taking care of all admin activities.
- Resources database management in the software and hardcopy.
- Employee engagement activities.
- Performance management service.
- Resource grievance.
- Administration.
- Vendor management.
- Hardware complaints management.
- Inventory management.
- Arranging forex currency for the onsite resources.
- Conflict management of 200 employees.
- Insurance management of 200 employees.

EDUCATION

- M.B.A. in Human Resource Management from Pune University, (2019- 2021). 74% aggregate.
- B.Sc. Information Technology from North Maharashtra University (2002 to 2005)

CERTIFICATION

- Completed Professional Certified Practical Training Course in HR Generalist (in 2016)
- Completed certification in modern recruitment toolkit from Skilldesk (13 Sept 2020)

I.T. KNOWLEDGE

- Operating System: Windows 7, Windows XP, Vista.
- Computers: Basic & Internet Proficiency.
- MS Office: MS Word, PowerPoint, Excel
- Payroll Software: Pocket HRM

PERSONAL DETAILS

Date of birth: 21st September, 1984

Marital Status: Married

Nationality: Indian

Languages Known: English, Hindi and Marathi

Reference(s): To be furnished on request.

(Meghali Thakur)