



MANISHA CHAUHAN

HUMAN RESOURCE

CONTACT

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EDUCATION

2022 - 2023

B.K SCHOOL OF MANAGEMENT

- Diploma in human resource management
- Grade: B

2017-2020

GUJARAT UNIVERSITY

- Bachelor of Commerce
- Percentage: 69

SKILLS

- Recruitment & Talent Acquisition
- Employee Onboarding & Orientation
- Employee Engagement & Retention
- Conflict Resolution
- Stakeholder Management
- HRIS (Human Resource Information Systems)
- Data Analysis for Recruitment Metrics
- Proficiency in MS Office Suite (Excel, Word, PowerPoint)

LANGUAGES

- English
- Hindi
- Gujarati
- Marwadi

PROFILE

Results-driven HR professional with 4 years of expertise in recruitment, onboarding, and employee induction. Skilled in talent acquisition strategies, fostering a seamless onboarding experience, and designing comprehensive induction programs to ensure employee engagement and retention. Proven ability to collaborate with cross-functional teams, streamline recruitment processes, and align HR initiatives with organizational goals.

WORK EXPERIENCE

Zydus Group

2020 - PRESENT

HR Executive - Shared Services

- Managed end-to-end recruitment and onboarding processes, ensuring alignment with organizational policies and timelines.
- Provided comprehensive HR support, including employee records management, payroll coordination, and benefits administration.
- Designed and delivered induction programs to enhance employee understanding of organizational culture and values.
- Supported HR operations by handling queries related to policies, compliance, and employee services through a centralized system.
- Collaborated with cross-functional teams to improve HR service delivery and streamline workflows.
- Ensured accuracy and compliance in employee data management using HRIS systems.
- Monitored and reported on HR metrics, such as recruitment efficiency and employee engagement levels.

Future Group

2019 - 2020

Sales Executive

- Identified and pursued new sales opportunities, expanding the client base and achieving revenue growth
- Built and maintained strong client relationships, ensuring high levels of customer satisfaction and repeat business.

TOOLS

- Darwin Box
- SAP
- RMS Portal
- Microsoft Excel, Word, Power Point
- Outlook