



Megha Bohra

MBA HR

HR professional with nearly 2 years of experience in end to end recruitment, client relations, and generalist HR functions. Eager to rejoin the HR world. Skilled in interview coordination and building strong relations with both candidates and clients. Ready to bring my energy and passion to make a positive impact!

✉ megha.bohra08@gmail.com

📞 7357946644/ 6375668695

📍 Pune, India

Skills

- Client Interaction
- Salary Negotiation
- Employee Relations
- MS Office
- HR Generalist Activities
- IT / Non IT Recruitment
- Talent Acquisition
- Onboarding
- Exit Formalities
- Interview Coordination

Languages

- English
- Hindi

Certifications

- Big Bazaar One Week Training
- NSDC/ASDC Under PMKVY

Interests

- Meditation & Yoga
- Travelling

Volunteering

- General Volunteering
Isha Foundation, Coimbatore

WORK EXPERIENCE

Recruiter

Aston Carter (Allegis Group) , Hyderabad

03/2022 – 03/2023

Achievements/Tasks

- ❑ Employed 25+ fresher's and experienced candidates in the field of HR and support roles.
- ❑ Handled client coordination, worked closely with the team to meet client requirements, and managed large-scale online interview drives, ensuring seamless delivery and client satisfaction.
- ❑ In addition to my core responsibilities, I proactively took on extra duties, working closely with clients and managers to gain a deep understanding of current business needs.
- ❑ Actively participated in company-wide knowledge-sharing sessions and contributed to Diversity, Equity, and Inclusion (D,E&I) initiatives.

HR Generalist Trainee

Anand Rathi IT Pvt. Ltd., Jodhpur

09/2021 – 01/2022

Achievements/Tasks

- ❑ Manage the full recruitment cycle, oversee onboarding and off boarding processes, handle employee management, HRIS, attendance tracking, and address employee queries, ensuring smooth HR operations.
- ❑ Collaborating with managers across teams to assess current and future hiring needs.
- ❑ Managing document verification and completion, while delivering engaging induction and orientation sessions to ensure a smooth and effective onboarding experience.
- ❑ Successfully hired 10+ candidates across sales, accounting, finance, and back-end operations.

Marketing Executive

Johari Digital Healthcare Limited, Jodhpur

12/2020 – 04/2021

Achievements/Tasks

- ❑ Qualified over 5 leads for OEM and brand product manufacturing, driving business opportunities.
- ❑ Created a database of 500+ dealers and traders in less than 3 months, successfully bringing new dealers on board to boost lead generation for physiotherapy equipment distribution.
- ❑ Collected feedback from over 200 consumers on the equipment sold, gaining valuable insights to enhance customer satisfaction and product quality.

EDUCATION

MBA

Lachoo Memorial College, Jodhpur
2018 – 2020

BBA

Mahila PG Mahavidyalaya P.G College
2015 – 2018