



HR LEADER

# SHACHI MATHUR

**14+ Years of Experience | Driving Performance & Building Engaged Teams | Optimizing Business Through Strategic HR**

[linkedin.com/in/shachimathur](https://www.linkedin.com/in/shachimathur)

[+91 - 9772413633](tel:+919772413633) | [mathurshachi16@gmail.com](mailto:mathurshachi16@gmail.com)

## SKILLS

### HR Expertise

- Talent Management
- Performance Management
- Employee Relations
- Compensation & Benefits
- Employee Engagement & Culture Building
- International HR & Statutory Compliance
- HR Operations Management
- Strategic HR Planning & Alignment with Business Goals

### Leadership & Management

- Leadership Alignment
- Delegation & Communication
- Stakeholder Management

### Additional Skills

- Analytical Thinking
- Problem-solving
- Business Acumen & Strategy Translation
- Change Management
- Technology Implementation
- Work Ethics and Integrity

### HR Tools

- HRMS - Keka, Zoho
- Payroll - Saral PayPack
- EE - Uniify

## EXPERIENCE

- **Strategic HR Planning & Implementation:** Translating business objectives into actionable HR strategies, policies, and practices aligned with company values and goals.
- **Talent Management & Acquisition:** Building a robust talent pipeline through effective sourcing, recruitment, onboarding, and development programs.
- **Performance Management & Employee Relations:** Fostering a positive work environment by creating clear performance expectations, resolving employee concerns, and promoting healthy manager-employee relationships.
- **Compensation & Benefits Administration:** Developing and implementing competitive compensation and benefits packages to attract and retain top talent.
- **Employee Engagement & Culture Building:** Empowering employees to have a voice, fostering a culture of high performance and continuous improvement, and ensuring adherence to company policies.
- **HR & Statutory Compliance:** Enhancing HR processes ensuring compliance with all relevant labor laws and regulations.
- **Change Management & Technology Implementation:** Leading effective change initiatives and leveraging technology to streamline HR operations and improve efficiency.
- **Business Acumen & Strategic Partnership:** Collaborating with business leaders to develop and implement HR solutions that support organizational objectives.



HR LEADER

# SHACHI MATHUR

14+ Years of Experience | Driving Performance & Building Engaged Teams | Optimizing Business Through Strategic HR

[linkedin.com/in/shachimathur](https://www.linkedin.com/in/shachimathur)

+91 - 9772413633 | [mathurshachi16@gmail.com](mailto:mathurshachi16@gmail.com)

## EDUCATION

### MBA (Marketing)

Symbiosis

2010 - 2012

### MA (English Literature)

JNVU

2005 - 2007

## CERTIFICATIONS

### Advanced HR Generalist

Suppoways

2019

### Leading with Empathy

LinkedIn

2023

### Using Metric to Drive HR Strategy

LinkedIn

2023

## CAREER

### Mar'22 - Till date

Ahuja Valecha & Associates | Pune, India

#### Head HR

- **Led full-cycle recruitment** encompassing interviews, selection, salary negotiations, offer rollouts, and onboarding.
- **Oversaw payroll, benefits administration, and statutory compliance** (PF, ESIC, LWF, PT, Bonus, Gratuity, Shop Act).
- **Designed & implemented competitive compensation & benefits programs** that attracted, motivated, & retained top talent, aligning with organizational goals and market competitiveness.
- **Championed employee satisfaction initiatives, organizational change implementation, and culture-building efforts**, fostering a positive and high-performing work environment.
- **Provided strategic HR counsel to the management team** on trends, metrics, and solutions to enhance productivity, optimize talent management, and drive employee engagement.
- **Built trust and fostered open communication** with employees by establishing an open-door policy & addressing concerns.
- **Leveraged HR data & analytics** to develop data-driven solutions, programs, and policies that supported business needs and maximized performance.

### Aug'16 - Aug'21

Amar Adeshwar Infrastructures | Jodhpur, India

#### Head HR & Admin

### Oct'14 - Jun'15

M A Architect | Jaipur, India

#### Manager HR

### Sep'13 - Sep'14

Vincent Solar Energy | Jaipur, India

#### Manager HR

### Aug'07 - Sep'13

Narayan Builders & Developers | Jaipur, India

#### Manager HR & Admin