



MINAKSHI KOTWANI

Human Resources Professional

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📄 [minakshikotwani](#)

EDUCATION

Post Graduate Diploma in HRM

Ahmedabad Management Association

Jan 2015 - June 2015

Bachelor of Computer Application

LJ College of Computer Applications

June 2010 - April 2013

FUNCTIONAL SKILLS

- HR Planning
- Recruitment & Selection
- Onboarding
- HR Documentation & Policy
- HRIS
- Company Culture & Employee Engagement
- Employee Relations & Retention
- Grievance Handling
- Performance Management
- Payroll Compliance & Legal Knowledge
- Compensation & Benefits
- Compensation Benchmarking
- Training & Development
- HR Strategy & Planning
- Employer Branding
- Offboarding

HR TOOLS

- Zoho People
- Keka HR
- GreytHR

LANGUAGES

- English
- Hindi
- Gujarati
- Sindhi

PROFESSIONAL SUMMARY

I am a passionate and results-oriented HR Business Partner with 11+ years of experience in IT & diverse industries. I specialise in improving HR processes, and enhancing employee experience. My proven ability to build strong relationships across functions to support business objectives is what I bring to the table. I am committed to leveraging data-driven insights to identify trends, and implement initiatives that foster a high-performing culture aligned with organizational goals.

WORK EXPERIENCE

Growing People (HR Consulting Services)

Aug 2019 – Present

Founder

- **We delivered tailored HR solutions to over 100+ clients (HR Operations + Hiring) across diverse and niche industries, including:**
 - IT, Consumer Tech, Food Tech, Design Services + Tech Design Product, Automation Machinery Manufacturing, Industrial Automation, Packaging and Containers, BPO, Accounts Outsourcing & Remote Staffing, Financial Services, Civil Engineering, Hospitals, Health Care, Medical Equipment Manufacturing, Biotechnology, Incubation and Startup Support, Coworking, Workspace, Environmental Services, Law, Non-profit Organizations, Farming, Agri-Tech, Transportation, Logistics, Supply Chain and Storage and many more.
- **Our clients included Schemerchal and Copeland**, along with numerous startups and mid-sized enterprises.
- We offered tailored HR modules to our clients, including: Recruitment Services, HR Operations + Hiring Retainer Model (Client Location or Remotely), Individual HR Services.
- Facilitated the hiring candidates through recruitment for the positions like Tech (Solution Architect, IOT Engineer, SharePoint, GIS Developer, Angular & many more) and Non Tech (BDM, HRM, Community, Marketing, Sales, QMS, Copywriter, Accounts Manager, DP/KYC, Industrial Designer -AutoCAD, Designer & many more)
- **Partnered with 10+ educational institutions for campus hiring**
- **Managed the onboarding of 240+ employees**, guiding them through the pre-onboarding and onboarding processes
- Developed and implemented HR documentation, policies, and HR Information Systems
- **Conducted employee engagement programs (over 22+ events each year)**, including festival celebrations to boost morale
- Deployed HR tools, **managed leave and attendance, and processed payroll for around 100 employees monthly**
- Implemented performance management, designed career paths, and conducted compensation benchmarking for few clients to ensure competitive salaries
- Managed **employee relations and handled the exit formalities for over 160 employees**
- Helped clients with employer branding to attract and retain talent
- Provided HR consultation, auditing, and **training around 100 employees annually**

- Managed a team of 3+ HR professionals, 5+ HR interns, 1 Finance professional and Independent freelancers
- Managed business functions, including HR, finance, sales, and marketing (enhancing client engagement), ensuring seamless operations and timely project delivery
- Cultivated strong relationships with clients and stakeholders, driving business growth through effective marketing and sales strategies that increased brand visibility

Openxcell Technolabs Pvt. Ltd. (IT Industry)

Jan 2017 – Jul 2019

Human Resources Manager

- **Managed the entire HR department for 300 employees and led a team of 3 talent acquisition specialists**
- Collaborated with a talent acquisition team to implement recruitment practices for roles like (Front End, Backend, Full Stack, PHP, Android, iOS, Java, Blockchain, DevOps, Team Leader, Project Manager, Content Writer, Business Development, QA, SEO, HR, Talent Acquisition). **Also conducted Initial Screening and 900+ HR rounds of interviews, negotiated salary discussions, and gave verbal job offers to over 100+ successful hires**
- **Successfully managed campus placement drives at 5+ prestigious institutes**, including NID, IIT-Bombay, DA-IICT, L.D. College of Engineering, CHARUSAT and a few more resulting in **successful placements for over 50 students**
- **Executed pre-onboarding processes for over 50 new hires**, including sending offer letters, preparing salary annexures, and conducting background verifications to ensure a seamless onboarding experience
- **Conducted induction sessions for over 50 new employees** to familiarize them with the company's HR policies and culture, implementing a buddy program and ice-breaking activities to enhance onboarding experiences.
- Developed a comprehensive HR policy based on feedback from employees, ensuring alignment with overall needs and enhancing overall workplace satisfaction
- Gathered requirements and collaborated with an in-house tech team to **develop a customized leave and attendance - web login system, to effectively manage for over 300 employees, resulting in a 30% reduction in processing time or streamlining processes and improving data accuracy**
- **Facilitated 4 quarterly feedback meetings annually for employees** with their reporting managers to evaluate performance, set goals, and identify areas for improvement
- **Executed performance appraisal process for 250+ employees**, designed a self-assessment form tailored to different departments, and **actively participated in performance review meetings** with reporting and delivery managers. Collected final ratings from delivery managers, prepared a revision sheet for compensation adjustments, communicated final revision amounts to employees in person, and managed email announcements to ensure transparency and clarity
- **Conducted over 12+ employee engagement activities annually**, including yoga sessions, hackathon, sports tournaments (TT, girls' & boys' cricket), and festive celebrations (Diwali, Christmas, Women's Day & Valentine's Day), Foundation Day, 'Employee of the Month' recognition program, boosting employee morale and contributing to a 15% increase in employee participation
- Leave and attendance management for a workforce of [200+] employees
- Cultivated positive employee relations by addressing and resolving employee grievances, resulting in a increase in employee satisfaction
- Conducted exit formalities and exit interviews for departing employees, identifying ways to improve employee retention and enhancing relationship with employees by listening to the feedback

Adit Microsys Pvt. Ltd. (IT Industry)

Jun 2014 – Jan 2017

Executive Human Resources

- **Independently managed the HR department for a team of over 130 employees**, while working under the supervision of the Director.
- Sourced candidates from Naukri.com, screened over 200+ resumes for IT and Non-IT roles
- Mobile Application, SEO, E-Commerce, Oracle Specialization, Social Media Marketing, Cloud Services, AWS, Network & Monitoring, Digital Marketing, HR), conducted 30+ initial HR round of interviews and coordinated for technical assessments and reference checks. Successfully launched a career page and implemented an employee referral program, enhancing the recruitment process.
- Designed and implemented an employee handbook, improving onboarding efficiency by 30% and enhancing employee understanding of company policies.
- **Fostered employee engagement by organizing over 10+ diverse activities annually**, including, Yoga at Your Desk, Annual Office Get-Together, Navratri, Diwali, Cricket Tournament, Christmas, Women's Day, Carrom Tournaments, and Independence Day celebration, resulting in increased employee participation and morale.
- Managed leave and attendance and evaluated. Also finalized the purchase of a payroll software solution, resulting in enhanced payroll efficiency

- **Designed and implemented a performance appraisal form**, distributing it to a team of over 100+ employees.
- **Conducted employee satisfaction and client satisfaction surveys for over 130 employees and 10 clients**, analyzing results to drive improvements in engagement and service quality
- **Facilitated over 20 business communication sessions for teams of up to 20 participants each**, enhancing communication skills and collaboration across departments

N-Tech Technologies Pvt. Ltd. (IT Industry)

Nov 2013 – Apr 2014

Human Resources Manager

- **Hired 10+ staff, managing the end-to-end recruitment life cycle**, I was supporting in the hiring process for the first 3 months and then in upcoming months, I independently handled recruitment for both Tech roles like (.NET, Python, Android, iOS, Laravel, PHP) and Non-Tech roles like (Business Development, Business Analyst, Web Designer, UI/UX, HR).
- Issued offer letters, appointment letters, and employment contracts to new hires.
- **Planned and executed over 10+ employee engagement initiatives in 6 months**, including Team-Building Games, Team Lunches, Yoga Sessions, Birthday, Christmas Celebrations and the Smart Advantage Program.
- Come up with rewards and recognition initiatives like, awarding 'Employee of the Month' to 1 top-performing employee from each department, thereby fostering a culture of appreciation and motivation.
- **Effectively addressed over 50+ employee grievances**, achieving a 95% resolution rate within one week, fostering a positive work environment and enhancing employee satisfaction.
- **Managed exit processes for over 10+ employees**, preparing experience letters, relieving letters and other Full & Final documentation to ensuring a smooth transition.
- Managed banking transactions and petty cash for HR operational needs, while overseeing administrative functions to ensure efficient day-to-day operations for a team of 15.

Anand Niketan – Group of Schools (Education Industry)

April 2013 – Sep 2013

Administrative Assistant

- **Successfully supported 20+ events and activities**, including annual functions, festivals, day celebrations, board meetings, and executive luncheons while ensuring timely execution.
- **Coordinated and oversaw the Food, Transportation, and Housekeeping departments for 700+ students**, resolving daily administrative tasks and ensuring smooth operations.

BUSINESS SKILLS

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|---|---|--|
| <ul style="list-style-type: none"> • Business Strategy & Planning • Client Relationship Management • Operations Management • Brand Building & Marketing • Business Development • Networking | <ul style="list-style-type: none"> • Financial Management • Problem-Solving • Decision Making • Analytical Skills • Project Management • Adaptability | <ul style="list-style-type: none"> • Negotiation • Data Analysis • Learning and Curiosity |
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SOFT SKILLS

- Communication
- Active listening
- Public speaking
- Presentation skills

OTHER SKILLS

- Attention to Details
- Planning and organizing
- Patience
- Accountability