**Contact Details** : Mobile : +91-8506960652 E-mail: ipm.megha@gmail.com

**Specialization:** Human Resources **Current Location**: Delhi/NCR

**Key HR Skills**

|  |  |
| --- | --- |
| Talent Acquisition  Performance Management  HR Policies & Procedures | HR Business Partner  Employee Engagement  Stakeholder Management |

***Employment Scan***

* Creating talent acquisition strategies based on the requirement and ensuring fulfilment with speed and quality of pipeline generated.
* Driving recruitment team of 14 to achieve service delivery as per the agreed SLA.
* Managing the KPIs for each engagement and report them on a periodic schedule to key stakeholders both internal and clients.
* Ensuring the in-house applicant tracking system is always used diligently and kept up to date with accurate job and candidate data. In case of using a client system, the same level of engagement is expected.
* Engaging Vendors as and when required and commercially feasible keeping in view the overall cost of hiring and the impact it will have on the overall budget of the engagement.
* Managing Talent Engagement activities that include facilitating professional development, conducting training on soft skills, workshops on leadership development, connecting with ground level to ensure healthy work environment, analysis of HR Connect data to identify patterns and possible causes of attrition, organizing other employee engagement activities.
* Proactively engaging in process improvements.
* Collaborating with other HR Functions to identify and influence changes that will bring improvements to people practices, systems and processes.
* Proactively consulting with business stakeholders to understand the changing needs of the business and to suggest solutions aligned to changing priorities.
* ISO audit compliance.
* Imparted training on ATS, and Soft skills.
* TAM Induction to be imparted to new joiners twice a week.

Mode of hires: FTE, Contractors, and C2H

Skills: Majorly Tech & bit of Non-Tech

Level: Leadership to C-Suite

**Dec.’19 – Dec.’21 with teleSys, Noida**

**As (Manager - HR)**

**Sept.’17 – Dec.’19 with VAll Inc., Noida**

**As (Manager - HR)**

**July’15 – Sept.’17 with Girikon, Noida**

**As (Manager - HR)**

**August’13 – June’15 with Logix Shapers, Noida**

**As (Manager - HR)**

**Since Aug’10 - June 2013 with Naukri.com, Noida**

**As (Sr. Executive Operations)**

**July’08 - Aug’10 with Realtime Systems Limited (IT / Telecom), Delhi**

**As (Executive - HR)**

***Academic Projects Handled***

**Company :** “Century Pulp and Paper, Lalkua”

**Summer Project :** Training and development and Performance Appraisal at Century Pulp and Paper”

**Description :** The project was undertaken to get acquainted with practical knowledge of need of Training and Performance Appraisal at various level in the organization. In this period I studied the training program conducted by company at various departments, did training need identification, evaluate the program and along with it also studied the performance appraisal systems. Done pre-training evaluation, then post training evaluation, performance appraisal and then later measured the effectiveness of training program.

***Pedagogic Credentials***

**6 months Certification (Consumer Behaviour & Customer Relationship Management) from** IPM**, Meerut**

**2008 PGDBM (HR & IT) from** Institute of Productivity & Management (IPM), Meerut. (6.86)

**2006 B.B.A from** Dewan Institute of Management Studies, Meerut (75%)

***Personal Dossier***

**Date of Birth :** 28th November, 1985

**Permanent Address :** Paramount Emotions, G-1101, Gr. Noida West, Sector-1, Greater Noida-201306

***Linguistic Abilities :*** *English &, Hindi*

***(Megha)***