KARLEENA WILSON

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Professional summary.

Analytical and adaptable professional with an MBA(PGDM) background in HRM analytics, office operations, and live data monitoring. Seeking a challenging role in the fantasy sports industry where I can leverage my Excel expertise, eye for detail, and passion for sports to ensure accurate point tracking and event validation in real time.

Key Skills

- **Core HR**: Talent Acquisition Recruitment, Employee Onboarding, Employee Relation, Performance Management, HR Policy Development, HR Compliance, Payroll Administration.

- **HR Analysis & Technology**: HR Reporting, Data Analysis, Excel (VLOOKUP, HLOOKUP), Power BI (Basic Proficient), ChatGPT, HR Chatbots, Applicant, Tracking Systems (ATS)

- **Business & Soft Skills**: Project Management, Business Analysis, Strong Communication (Written & Verbal), Teamwork, Adaptability

- **Software Proficiency**: MS Office Suite (Word, PowerPoint, Tally)

- **Multimedia Skills**: Logo Design, App Designing, Audio/Video Editing.

Professional Experience

Freelance Human Resource Consultant (Remote) | Nov 2024 – Present
- Built HR dashboards using Excel and Power BI to track employee performance—skills transferable to fantasy sports stat tracking
- Delivered recruitment and onboarding support for clients, aligning with real-time decision-making and attention to detail.
- Provided virtual training and guided clients in selecting digital tools ATS, showing strong digital fluency.

Professional Development (Career Break) | Mumbai, India | Apr 2020 – May 2023
During this period, I took a dedicated career break to focus on advancing my education and upgrading my professional skills. I engaged in various HR simulations, online certifications, workshops, and projects to enhance my expertise and stay updated with industry trends. This time allowed me to grow both personally and professionally, and I'm now fully prepared and excited to re-enter the workforce with renewed energy and updated knowledge.

Office Administrator | Urban Core Services Pvt. Ltd, Mumbai | Jun 2017 – Mar 2020
- Managed daily office operations and clerical duties ensuring workflow efficiency.
- Developed strong organizational and time management skills, ideal for shift-based operational roles.
- Handled data records, scheduling, and basic reporting—transferrable to real-time event coordination.

Back Office Executive (Intern) | Laxmi Venture, Mumbai | Jan 2017 – Apr 2017
- Entered and verified data related to export/import documentation.
- Gained early experience in business operations, recordkeeping, and document management.
- Demonstrated accuracy and attention to detail

Academic Project

HR Experience - Capstone Project – HRM (MIT School of Education)
Project Detail: Conducted a comprehensive HR capstone project focused on key functions such as recruitment, employee engagement, performance management, and training & development within an educational setting. As part of the project, I analyzed existing HR practices and proposed strategic solutions to improve employee satisfaction, streamline onboarding, and enhance internal communication. Key contributions included drafting a customized HR policy, structuring a basic induction program, and developing motivation and retention strategies for staff. I utilized AI tools like ChatGPT for drafting job descriptions and employee communication, Google Forms with AI-based analytics to gather and analyze feedback, and Canva to create engaging HR materials. I also applied MS Excel for interpreting HR data and generating reports. This hands-on experience deepened my understanding of HR planning, policy development, and the practical use of digital tools in modern HR functions.
Skills: Recruitment · Onboarding · Payroll Administration · Human Resources (HR) · Communication · Talent Acquisition & Recruitment · Employee Engagement Strategies · Business Performance Management · Organizational Behavior · MS Excel (Data Handling & Reporting · Team Collaboration & Project Execution · Problem-Solving & Strategic Thinking

Masters Project: History Research Project. (University of Mumbai)
Completed an in-depth research project as part of my Master's in History, focusing on urban development during colonial India, women's role in post-independence social reform. The project involved extensive archival research, literature review, and analysis of both primary and secondary historical sources to draw meaningful conclusions and contextual understanding of the subject. Key contributions included developing a clear research methodology, compiling and interpreting historical data, and presenting findings through a structured academic report. This experience strengthened my skills in critical thinking, data interpretation, academic writing, and independent research.
Skills: Archival & Document Analysis · Research Methodology Development · Historical Source Evaluation · Report Writing & Presentation Skills · MS Word, Excel for Data Tables & Timelines · Reference Management

Education

MBA(PGDM) – Human Resource Management | MIT School of Education, Pune University | 2023 – 2025 | CGPA: 7.81
MA – History | University of Mumbai | 2021 – 2023 | CGPA: 6.48
BA in Geography |Sophia for women's, Mumbai | 2015-2020 | CGPA: 6.00

Certifications

- Microsoft Excel – Coursera, Build a free App designing – Coursera, Core Communication, Collaboration and Email - Coursera

- Global Professional in Human Resources (GPHR)-SHRM Certification

- Google Project Management – Google Career Certificates

- Business Analysis and Process Management– Udemy

- Foundations of Digital Marketing – Google Digital Garage

Languages

- English, Hindi, Marathi – Native and Proficiency. • Tamil – Spoken

Interests

Creative Writing | Drawing & Craft | Sports: Cricket & Football | Fantasy Gaming