

KARLEENA WILSON

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Professional summary.

Dynamic HR professional with an MBA in Human Resources and proven experience in administration, recruitment, and employee engagement. Recently upskilled through intensive HR workshops and projects. Passionate about driving efficiency and creating a positive, people-focused workplace.

Key Skills

- **Core Skills:** Talent Acquisition, Recruitment, Employee Onboarding, Employee Relation, Performance Management, HR Policy Development, HR Compliance, Payroll Administration, Exit Formalities
- **Technology Skills:** MS Excel (VLOOKUP, Pivot Tables, Data Validation), Power BI (Basic Dashboards), Google Forms (Survey & Feedback Analytics), ChatGPT (for JDs & HR communication), Applicant Tracking Systems (Workday, Zoho), HR Chatbots, HR Dashboards
- **Business & Soft Skills:** Project Management, Business Analysis, Data Analysis, Time & Priority Management, Communication (Verbal & Written), Critical Thinking, Conflict Resolution, Team Collaboration, Adaptability
- **Software Skills:** Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace, Email & Calendar Tools (Outlook, Google Calendar, MS Teams)
- **Multimedia Skills:** UI/UX Principles, Figma (Wireframing, Prototyping), Canva, User Flow Mapping, App Design Adobe XD, 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.
- 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.

Primary School Teacher | Utkarsha Vidyalaya High School (VIVA COLLEGE) | Virar, Mumbai India | Jun 2023-Apr 2025

- I worked as a Primary School Teacher while pursuing my MBA in Human Resources Management. This role enabled me to remain professionally active and financially independent during my studies. It also allowed me to continuously develop and refine key skills.
Skills: communication, organization, leadership, time management, adaptability, problem-solving, and interpersonal skills, Balancing work and academics strengthened my ability to multitask, manage priorities effectively, and maintain a disciplined approach toward achieving both professional and educational goal

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 Master’s Degree projects, online certifications 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 to 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.
- **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– 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 | 2017-2020 | 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
- Microsoft Office Specialist: Microsoft Word 2016 Expert -LinkedIn
- Introduction to Data Analysis using Microsoft Excel-Coursera
- Google Ads for Beginners- Google
- Google Project Management-Google
- Business Analysis and Process Management– Coursera
- Foundations of Digital Marketing – Google Digital Garage
- Basic Graphic Designing – Arena Animation

Languages

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

Interests

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