

MANSI MAHESHWARI

HR MANAGER- ZIMYO (SOFTWARE) CONSULTING PRIVATE LIMITED

PROFILE SUMMARY

Dynamic & result oriented HR professional with 3 years working experience, extremely methodical, organized and an effective communicator with exceptional interpersonal skills and hands on experience in managing the entire gamut of HR functions. Have extensive exposure to HRMS software and employee lifecycle management. Managing strong pipeline and development of resources for organizational future through extensive employee engagement programs. Exposure to the Talent Acquisition skill set using various interview techniques. Change Management professional focused on Employee Relationship with performance management & Learning and Development skills and expertise. Proficient employee branding HR specialist.

WORK EXPERIENCE

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HR MANAGER

Zimyo (Software) Consulting Private Limited, Gurgaon — September 2020-Present

Responsibilities and Achievements:

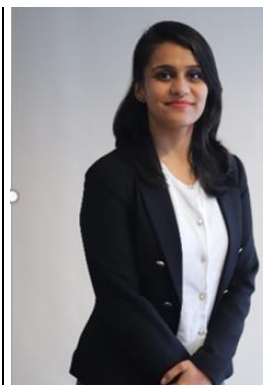
1. RECRUITMENT

- Manage daily operations of all recruiting activities and coordinating recruiting efforts to meet staffing needs via ATS (Application Tracking System)
- Ensure all job requisitions go through the appropriate approvals and positions posted on proven IT-Tech recruitment sites (Naukri, Instahyre, Cutshort, LinkedIn, Anglelist)
- Screen candidates and coordinate interviews with hiring manager.
- Maintain open communication with hiring managers.
- Coordinate offer letters, compile, issue and manage new hire documentation.
- Manage candidate relationship from inception to on-boarding.
- Content Briefer preparation of job descriptions
- Administer the employee referral program as required
- Manage Glassdoor reviews & Employee Branding

2. GENERAL HR OPERATIONS & EMPLOYEE RELATIONS

- Conduct employee onboarding and develop & organize training & development initiatives.
- Develop, Educate and promote HR policies to create an efficient and conflict-free workplace
- Enhance job satisfaction by resolving issues promptly.
- Proactive implementation of measure to keep a check on attrition through backward employee feedback integration
- Coordinate and participate in social, events committees and special projects. New Activities of Employee Communication like Townhalls being ideated and executed.

3. PAYROLL & ADMINISTRATION



PERSONAL DETAILS

Sector-22, Gurgaon

Mobile:

9532154400/93105
16949

jaju.mansi31@gmail.com

PROFESSIONAL SKILLS

Talent Acquisition, Change Management, HR, HRMS, Learning & Development, Training programs, performance management, employee relations, employee engagement, payroll, training, Technical hiring, FMCG hiring, IT, FMCG, Travel, Employee Branding, HR Specialist, HR Analyst, Analytics

TOOLS

Notion, Jira, ATS, HRMS, Slack, Yammer

EXTRA CURRICULARS

- Participated in case study competition in 2016 (about MARUTI SUZUKI Manesar plant) and won 1st prize.

- Administer post-offer employment activities including, relocations, new hire paperwork, etc.
- Complete new hire orientation required paperwork administration.
- Maintain personnel records.
- Ensure payroll is accurate with any changes to employees' salaries, termination

4. PERFORMANCE MANAGEMENT SYSTEM

- Establish and improve the systems and processes for employee appraisals. Ensure that all appraisals are done on time as per the process.

5. WORK CULTURE

- Establish and improve the policies, practices to promote and sustain healthy, exciting and fun work culture.
- Support a culture of open door where all employees feel confident and encouraged to provide feedback. Help create merit-based culture that motivates individuals learn continuously and to give their best in all aspects of their job.
- R&R Programs and Townhalls being orchestrated
- Employee Branding

SENIOR HR EXECUTIVE

McCormick Kohinoor Foods Private Limited., Gurgaon-June 2019- June 2020

Responsibilities & Achievements:

- Managed induction of new joiners on weekly basis.
- Conducting Interview processes through various sources & techniques- Skype and Face to Face interviews with Groups and Directors.
- Make the Organizational Announcement, Medical Insurance and Hiring Notification for SAP Employee Data of the new resource.
- Medical Insurance and background verification of employees.
- Managing employee Full Life Cycle for Corporate office, Sales Field Force and Factory
- Responsible for smoothing the exit formalities.
- Worked on various HRMS Software (Excelity) and L&D program management

HR EXECUTIVE

VIVA HOLIDAYS, NOIDA- Jun'18- Jun'19

EDUCATION

MBA- HR & MARKETING

JAIPURIA INSTITUTE OF MARKETING
2016-18

- Represented the case study competition in GIBS college, Delhi on 7th April, 2017.
- Event coordinator for the University team at Taj hotel on Safaigiri Abhiyan
- Volunteer in 4th Corporate Summit held at Hotel Radisson Blu Kaushambi on 4th Feb 2016.
- Moderator in panel discussion on budget (infrastructure structure).
- Coordinated the Alumni Meet organized by the college at Hyatt hotel.
- Awarded as a **Star performer in the Recruitment process of Viva holidays planners Pvt Ltd.**