

# MEGHA C H

HR Executive



Ernakulam, Kerala



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"Seeking a position in the Human Resources field with an organization where I can leverage my knowledge and skills to contribute towards achieving organizational goals. Dedicated to building a fulfilling career that aligns with personal objectives, while delivering value through effective HR practices".



## Work History

10/2022 - Present

### Human Resource Executive

*XPayBack Pvt Ltd-Infopark Kochi*

- Handle end to end recruitment & selection activities (Sourcing, screening, conducting initial interviews), follow-ups etc. till the candidate is placed.
- Prepared all recruitment strategies and ensured achievement of all objectives.
- Utilized social media platforms (LinkedIn, Glassdoor) and Job Boards (Monster, Naukri, Indeed) to create a comprehensive talent attraction strategy.
- Analyzed all job requirements and screened the appropriate candidate for job.
- Participated in various candidate selections and prepared an efficient interviewing schedule.
- Preparation of Employee contracts and non-disclosure and other agreements related to onboarding process
- Conducted reference checks to ensure candidate qualifications and experiences.
- Ensuring completion of joining formalities and onboarding process of new entrants.
- Ensured accurate and organized maintenance and documentation of all records.
- Database management using Excel.
- Monitored and recorded daily attendance to ensure accurate employee timekeeping.
- Supported the payroll process by providing accurate attendance data and assisting with payroll calculations.

- Addressed and resolved employee queries related to attendance and payroll in a timely manner.
- Coordinated with vendors to ensure smooth operations and fulfill organizational requirements.

08/2018 -08/2020

## Trainee-Accounts

*R & R Associates*

- Reconciled monthly bank statements and resolved discrepancies.
- Used Tally ERP 9 accounting software to perform bookkeeping, invoicing, and Bank reconciliations.
- Updated general, sales and purchasing ledgers on schedule and verified information against documentation.



## Education

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09/2020- 08/2022

## Master of Business Administration (MBA)

*Manakula Vinayagar Institute of Technology (Pondicherry University)*

- Specialization: Human Resource & Finance
- Percentage: 74%

07/2016-  
08/2019

## Bachelor of Commerce (Bcom)

*Mahatma Gandhi Govt Arts College Mahe (Pondicherry University)*

- Specialization: General
- Percentage: 74%



## Skills

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- |   |                           |
|---|---------------------------|
| • Microsoft Office: MS Excel, PowerPoint, MS Word | • Documentation           |
| • Outlook, MS Team                                | • Onboarding Procedures   |
| • HR Software System: Grety HR                    | • Employee Management     |
| • HRMS (ERP Next)                                 | • Exit Procedures         |
| • Talent Acquisition                              | • Sourcing & Interviewing |



## Online Courses

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- Certificaton in ACE
- Digital Marketing Foundation from London School of Digital Business

- Human Resource Management from Great Learning
- Completed course in Tally EP and Foreign Accounting

## Declaration

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I hereby solemnly declare that the information above furnished is correct to the best of my knowledge and belief.

DATE:

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