

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

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

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



Online Courses

- Certification 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

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

DATE:

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