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Strengths & Core Competencies

An HR Generalist - Business partner with 6.5 years of experience in different HR Functions as an HR Generalist, Recruitment, On-boarding & Separation, Performance Management, Employee Relation, Training & Development, Compensation, Operations, Grievance Handling, Policy Review & Procedure documentation and Administration of the companies HRM System.

Professional Experience

- HR Executive – Treeline Business Solutions Pvt Ltd, Dec 2021 – Present.
- Executive – HR Generalist – Dr. Kamakshi Memorial Hospital Pvt Ltd, July 2020 – Dec 2021.
- Executive – HR Generalist, Sugam Hospital Pvt Ltd, Aug 2019 – Mar 2020.
- HR Executive – Deepam Pallavaram Hospital Pvt Ltd, Oct 2015 – Aug 2019.

Key Roles & Responsibilities – Treeline Business Solutions Pvt Ltd Dec 2021 – Present

- Recruitment Cycle – Partnered with various Business Heads to understand their requirements to handle the end-to-end recruitment process from sourcing to completing the joining formalities. experience in hiring IT/Non-IT based skill sets.
- Pre-Onboarding – Follow-up with offered candidates & arrange required Access & Assets. Preparation of induction & share basic instruction & communication.
- Onboarding & Orientation – Onboarding Spoc. Handling the Induction process, joining formalities, ensuring smooth on-boarding of new employees, ensuring requisite infra for new joiners & Managing HR Operations (Onboarding, Telephonic Verification, leave & Attendance, Coordination for Ensuring Employment letters, Login ID, Payroll, Exit formalities).
- HR Analytics – Working on leave and absenteeism management, preparing attrition reports, and Induction master report.
- Attendance Management – Closing attendance every month & will be coordinating with the Team Leads for closure of attendance.
- Training and Development – Conduct the training programs as per the calendar and coordinate the entire life cycle of Training & development activities. Ensure training program, Coordinate with Technical leads for conducting a training program, followed to that collecting the Employee Feedback & Project Head feedback & maintain it in the database.
- Performance Appraisals – Tracking and evaluate the performance of the employees as per their KRAs updated in the HRMS. Coordinate with internal department to ensure that the process should complete on schedule and also to maintain the employee performance rating in employee evaluation database.
- HR Policy implementation – Strategizing HR policies and practices, for org-wide implementation. Designing and conceptualizing policy documents and local policy decisions for implementation.

Key Roles & Responsibilities – Dr. Kamakshi Memorial Hospital Pvt Ltd July 2020 – Dec 2021

- Recruitment Cycle – Screening and shortlisting the resumes and coordinating with HODs for selection process. Recruiting employees directly through network, job portals, Internet, agencies and referrals. Responsible for sourcing, locating, qualifying, screening and recruiting technical and all levels. Maintain and Updating of the Interview Results in the recruitment Data.
- Onboarding & Orientation – Handling the Induction process, Joining formalities, personal file maintenance, ensuring smooth on-boarding of new employee, ensuring for requisite infra for new joiners & Managing HR Operations. Introducing new joiners to the management team.
- HR Analytics – Working on leave and absenteeism management, preparing attrition reports, Exit reports, Induction master reports, providing with various analytical data helpful for management.
- Training and Development – Preparing training calendar & coordinate the entire life cycle of Training & development activities. Ensure training program, Coordinate with department HOD's for conducting training program, followed to that collecting the Employee Feedback & department HOD feedback & maintain it in database.
- Attendance Management – Closing attendance for nearly 800 employees every month & will be coordinating with the Supervisors for closure of attendance.
- Payroll and Compensation Management – Preparing Inputs for Payroll like Attendance, deductions, Incentives, Increments & etc.
- Statutory Compliance - ESI Card will be issued for the new joined employees and updating for corrections & coordinating with ESIC branch. PF Settlement will be done for the resigned employees & helping for PF closure.
- Exit & Separations – Coordinating with department HOD's & ensuring of Employees separation & conducting Exit interview followed to that providing the relieving & Service letters.

Key Roles & Responsibilities – Sugam Hospital Pallavaram Aug 2019 – Mar 2020

- Had worked in sugam hospital only for the smooth transaction of management. The management has been changed from Deepam pallavaram hospital to Sugam hospital pallavaram.
- Taking care of HR generalist activities starting from Recruitment to Exit Formalities.
- Responsible for recruitment & maintaining good relationship with existing candidates of the organization.

Key Roles & Responsibilities – Deepam Pallavarm Hospital Pvt Ltd Oct 2015 – Aug 2019

- Involved in full cycle Recruitment involving sourcing, identifying, and interviewing, screening, and placing personal in quick turnaround time in contract, contract with hire and permanent positions
- Possess knowledge of recruiting processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing & other related activities of HR Generalist.

Academic Records

- ✓ MSW (HR) Passed out in 2015 – Madras Christian College, Chennai.
- ✓ BCA Passed out in 2013 – Madras Christian College, Chennai.

Personal Details

- ✓ Name : Meera Mahalakshmi
- ✓ Sex : Female
- ✓ Marital status : Unmarried
- ✓ DOB : 09/11/1992
- ✓ Languages known : English, Tamil.
- ✓ Nationality : Indian
- ✓ Permanent address : No: 21/13 prof colony, East tambaram
Chennai - 59.

Declaration:

I hereby declare that all the statements made by me in the application are true to the best of my knowledge.

Place:

Signature

Date:

