

Meghana Shinde

Human Resource

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Detail-oriented individual with exceptional communication and project management skills. Proven ability to handle multiple tasks effectively and efficiently in fast-paced environments. Recognized for taking proactive approach to identifying and addressing issues, with focus on optimizing processes and supporting team objectives.

Skills

Communication Skills

Problem Solving

Market Research

Analytical Thinking

Grievance Handling

Conflict Resolving

Work History

2023-09 -

Asst Manager - HR

Current

Brickfolio Pvt Ltd, Pune, IN

- Spearheaded HR operations including talent acquisition, onboarding, and employee lifecycle management, driving business growth and fostering a high-performance culture.
- Designed and implemented employee engagement strategies, learning and development programs, and performance management systems to align individual and organizational goals.
- Administered payroll, benefits, and statutory compliance, ensuring seamless processes and adherence to legal requirements.
- Led employee relations and conflict resolution, creating a collaborative, inclusive work environment focused on productivity and retention.
- Optimized HRIS systems for streamlined data management, reporting, and strategic decision-making.

- Managed vendor relationships and corporate travel, driving operational efficiency and cost-effectiveness.

2020-06 -

Senior Executive, HR

2023-08

Snehalaya, Ahmednagar, India

- Orchestrated full-cycle talent acquisition, encompassing strategic sourcing, candidate assessment, seamless onboarding, and compliance validation.
- Curated and delivered comprehensive induction programs and learning initiatives to align employee capabilities with organizational objectives.
- Administered payroll operations with precision, ensuring compliance with regulatory requirements and company policies.
- Championed employee engagement strategies and wellness programs to enhance retention and foster a dynamic workplace culture.
- Streamlined offboarding protocols, including exit interviews, knowledge transition, and experience documentation.
- Directed corporate travel management and optimized vendor partnerships to maximize operational efficiency and cost-effectiveness.

Additional Qualifications

- DGCA
- Recruitment Strategies Certification

Languages

English

Marathi

Hindi

Education

2021-01 - 2022- MBA: HR

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Pune University - Ahmednagar

2016-01 - 2019- B.Com

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Pune University - Ahmednagar

2014-01 - 2016- HSC

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Pune Board - Ahmednagar

2012-01 - 2014- SSC

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Pune Board - Pune