

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 -
Current

Asst Manager - HR

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 -
2023-08**

Senior Executive, HR

Snehalaya , Ahmendnagar, 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-
12**

MBA: HR

Pune University - Ahmednagar

**2016-01 - 2019-
01**

B.Com

Pune University - Ahmednagar

**2014-01 - 2016-
01**

HSC

Pune Board - Ahmednagar

**2012-01 - 2014-
01**

SSC

Pune Board - Pune