



Megha G Arora

Deputy Manager HR

- 12 Years 0 Month
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Key Skills

- Talent Acquisition
- Induction & on boarding activities
- Compensation & Benefits
- Performance Appraisal
- Employee Engagement
- Training & Development



Technical Skills

- Linkedin Recruiter
- Simpliance E-compliance
- Keka
- Microsoft 365
- Naukri.com
- Sap Successfactors



Certification

- First Aid



Personal Information

Date of Birth 2nd March 1988



About Me

Highly-effective Human Resource Manager bringing 12 years of expertise & passion for impacting "People" through successful HR interventions. Adept in handling entire employee life cycle from hire to retire remotely or in hybrid settings.



Profile Summary

- Responsible for the overall administration of the Human Resources Department and reports directly to the CEO.
- Managed HR Team (4) and ensured quality HR services which resulted in high HR credibility.
- Maintained compliance with federal HR laws and regulations.
- Wrote and managed the RFP process for efficient HR tools such as Keka, simpliance which resulted in seamless HR processes.
- Led project to train our senior and mid-level management to implement safety programs & become effective leaders which resulted in safe & harmonious workplace consequently helping in maintaining attrition rate as low as 5%.
- Developed effective compensation and benefits plan which not only attracted good talent from the market but also helped in retaining them.



Education

2010, Full Time

MBA/PGDM, HR/Industrial Relations

Balaji Institute of modern management, 74.5%

2008, Full Time

B. Com, Commerce

Panjab University, 63%

2005

12th, CBSE, English, 75-79.9%

Gender	Female
Address	Mahagunpuram
City	Ghaziabad
Country	India
Marital Status	Married



Work Experience

2015 - Present

Deputy Manager HR

CMA CGM Logistics Park Dadri Pvt. Ltd.

Collaborated with all stakeholders for successful designing & implementation of **HR strategy, policies & procedures** thoroughly aligned with business objectives.

- Liaised with line managers for **workforce planning** to map the talent needs within the budget.
- Leveraged **cost-effective digital systems** to automate the entire employee life cycle.
- Maintained **optimal staffing** levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates using portals, social sites, newspaper advertisement, consultants, and employee referrals and campus recruitment drives.
- Implemented **performance review** and motivational strategies to elevate HR productivity results. Issued Promotion, Increment, appreciation & PIP Letters whenever required.
- Facilitated communication and coordination between employees and management by organizing **skip level meetings, implementing complaint box and e-suggestion system.**
- Organized and led **staff training programs**. Training processes are managed through software like, Training Orchestra & LMS CMA CGM Academy.
- Facilitated **delightful new joiner onboarding** by providing clear understanding of company values, ethics & culture, his/her KRA & KPIs and implementing buddy system.
- Conducted job audits to determine job duties and requirements, develop and maintain **job descriptions**.
- Responsible for success of numerous **HR audits** such as ISO 9001, 14001, 45001, C-TPAT, Internal and Statutory audits.
- Reduced workers' compensation claims by instituting **corporate safety training program**. Various initiatives were taken which resulted in healthy & secured work environment.
- Structured **compensation and benefits** according to market conditions and budget demands. Managed Leave System, attendance System, generated monthly salary, Full and Final. Ensured Compliance related to ESI, PF & other labor laws. Empanelment of new vendors & liaison with them for employee benefits schemes. Handling insurance policy endorsements, renewals (GPA, GTL & GMC) & claims within TAT. Preparation of data for actuarial valuation for fund management under LIC GLES & GGS.

2014 - 2015

Asst. Manager HR

vXplor Adventures Pvt. Ltd.

Recruitment, Performance Management, HRIS, Compensation & Benefits, Statutory Compliance, Employee Engagement.

2013-2014

HR Manager

Royale Premium Club Pvt. Ltd.

Successfully handled Recruitment (through naukri portal, advertisements etc.), Employee engagement, Joining formalities, Quality Analysis, Product & Pitch Training of every new joiner, Salary Processing & all other HR functions.

2013 - 2013

Assistant Manager - HR

Over & Above Software & Infrastructure Solutions

I was responsible for handling Compensation & Benefits (Salary Processing in software), Recruitment (through naukri portal, advertisements etc.), Statutory compliance as per PF, ES I, Factory Act etc., Employee engagement, Joining formalities, Manpower Analysis, Attrition analysis & all other HR functions for UP west Idea project & Punjab Airtel project (approx 350 + employees).

2011 - 2013

Senior Executive - HR

Super Lifestyle Diamond Pvt. Ltd.

HR Generalist role, I worked in Super Group (Manufacturing, wholesale & Retail of Diamond Jewelry & Furniture at different offices & Locations, Head Office Chandigarh) I was handling Compensation & Benefits (Salary Processing in Excel & Tally), Recruitment (through naukri portal, advertisements etc.), Statutory compliance as per PF, ES I, Factory Act etc., Employee engagement, Joining formalities & all other HR functions.

2010 - 2011

HR executive

Stel Pvt. Ltd.

HR Generalist. Employee Engagement, Salary processing, Policy Implementation, Joining Formalities

2009 - 2010

Project Trainee

Mercedes Benz

Working in HRWT software, Sourcing through Naukri, other HR activities.