

# Meenal Malhotra

Talent Acquisition Manager  
HR Growth Hacker



## About Me

Conscientious by nature, I like to get work done, come what may! I have a growth-mindset and I set lofty targets for professional and personal growth. I prefer work that challenges me and a culture that has a healthy competitive spirit to beat the targets.

*Total Experience: 8 years*

*Date of Birth: 03-Mar-1988*

*Marital Status: Married*

*Preferred Location: Thane, Mumbai (Open to Travel)*

## Key Personality Traits

Conscientiousness | Adaptability | Growth Mindset | High Learning Ability | Creativity | Integrity | Problem-Solving | Big-Picture Thinking | Leadership | Orderliness | Discipline | Extraversion | Pragmatism

## Professional Skills

High Output Management | Organizational Design and Development | Employee Relations | Corporate Strategy | Operations Management | CSR | Corporate Communication | Public Speaking | Data Analysis | Recruitment | Induction | Learning & Development | CSR | Feedback & Surveys | Payroll | Attendance | Office and Productivity Tools | Collaboration Tools | Process Creation | Process Training | Process Automation Tools | Design -Thinking | User Experience Design | CRM Tools | MIS Tools | Business Development Tools | Image Editing Tools

## Technical Skills

Microsoft Office | SAP HCM | Hubspot CRM | Bitrix24 CRM | Zapier | IFTTT Automation Tools | Google Analytics | Airtable MIS | Hootsuite | Wix | Canva | Photoshop | CorelDraw | SendinBlue | MailChimp

## Contact Info



Cloverdale, Brahmand, Thane, 400607



+91 9834684594



er.meenalmalhotra@gmail.com

## Education

### PGDM (Business Design), Welingkar, Mumbai

*Graduated: 2014, CGPA: 5.1 / 7*

#### Major Projects, Responsibilities and Achievements-

- Gold Medal Winner, Global Citizen Leader program-A global initiative by C
- Active member of Center of Excellence, faculty driven HR Club at Welingkar  
*Reference: Head of Club - Dr. DNB Singh (CEO, People Transformation)*
- Summer Internship – HiPo Identification project with Jindal Steel
- Winter Internship – Multiple projects with Idea Cellular, Aditya Birla Group
- Design Head, Samvad, *One of the most popular B-School magazines*
- Better higher education Project with an NGO 'Yuva Mitra' in Sinnar

### Bachelor of Engineering, Panjab University, Chandigarh

*Graduated: 2010, Aggregate: 67.2%*

#### Major Achievements -

- Cofounder, Because I Make A Difference(NPO)- Tied up with schools in Chandigarh & educated students on utilization of natural resources
- Contributed to Mission Green Earth (UN Campaign)
- Member for two years & Creative Head for one year, Rotaract Club of Chandigarh; Leadership Award Winner

*SSC (82.6%) and HSC (76.4%), CBSE Board, Chandigarh*

## Work Experience

- **Powerweave Studio** Thane  
**Management Consultant** *Jan 2019 – Mar 2020*  
*(Recruitment, Resource Optimization & Process Improvement)*
- **Opulent Infotech Pvt. Ltd.** Pune  
**Business Partner (HR & Operations)** *Feb 2015 – Dec 2018*
- **TridentGroup** Ludhiana  
**FLE / HR Manager** *May 2014 – Feb 2015*
- **Opulent Infotech** Pune  
**HR Consultant (Contractual)** *Jan 2014 – May 2014*
- **Idea Cellular** Mumbai  
**HR Trainee (Intern)** *Sep 2013 – Dec 2013*
- **Jindal Steel and Power Limited** Gurgaon  
**HR Trainee (Intern)** *May 2013 – Jun 2013*
- **Infosys Ltd.** Bengaluru  
**Systems Engineer (UX Developer)** *Jul 2010 – Jul 2012*

## Powerweave Studio, Thane

*Management Consultant: Jan 2019 – Mar 2020 (1 Yr & 3 Months)*

At PWTI Media Services Pvt. Ltd., one of the leading production studios in the country, **scope of contract** was as follows,

- To improvise & streamline HR systems, ensure creation & maintenance of HR reports, set a positive work culture
- To equip, train, build, supervise & analyze Business Development team on developing better client relationships
- To build processes & implement solutions to facilitate business scale up smoothly
- Process improvisation - Recruitment, On-boarding, Induction, Performance reviews, Appraisals, Data management & Separation
- Policies revision - updating policies & introducing required new policies as per business need
- Change management - Implementing learning and development interventions for 100+ staff members to build a culture of better team work & healthy communication; Training QC & Team Leads on becoming better managers

### Achievements as a Consultant

- **98% cost reduction** in recruitment process for all functions by shifting & streamlining the process of recruitment in-house
- **Closed 72 positions** in 14 months using free-resources like LinkedIn, Indeed.com, updazz.com, etc.
- Implementation of **data management tool with automations & reports/analytics** for HR administrative processes
- Migrating HR related repositories & data from excel sheets to a cloud based platform with logins for each HR team members
- **Resource optimization & process improvement** for Marketing team to manage, track, follow-up & analyze client relationships, which has directly resulted in increase in accountability, performance capturing & output as a team
  - Setting up of Hubspot CRM for Business Development team to administer data of existing & potential clients
  - **Training** market research team, management & operations managers on CRM, Reports & Analytical tools
  - Integrating communication via all media from various teams with clients at one central platform

## Opulent Infotech Pvt. Ltd., Pune

*Business Partner (HR & Operations): Feb 2015 – Dec 2018 (3 Yrs 10 Months)*

During PGDM, joined this recently established start-up for a 5 months contract to set up HR systems, build CRM and MIS to handle company operations efficiently. After a stint at TridentGroup (campus placement), I joined back this start-up as a partner in the firm in order to scale up operations. The firm received seed & angel investment in two rounds since it became operational.

- **End-to-end recruitment, Campus & Direct**, scaling up team from 5 members to 50+ in the founding year
- Learning & Development- planned, executed & reviewed technical and (non-technical) role & culture fitment based trainings
- Succession Planning- fitment & training for managerial roles, adherence to company standards, motivation & analysis
- New process & solution creation as per evolving business needs; Training various teams & ensuring adherence to processes
- Implemented feedback processes to boost employee skills and measure the gap between current & required capability to achieve targets; for example, Surveys, 360 degree feedback, all hands meet, one step meetings, team building activities conducted
- Administering business development activities – B2B relationships, social media, tele-marketing, website & other lead generation
- Supervising 11 employees directly, and operations of 110+ employees; **Closed around 250 permanent & 100+ contractual positions**

## TridentGroup, Corporate Office, Ludhiana

*HR Manager: May 2014 – Feb 2015 (8 Months)*

- Assisting in various Organization Development initiatives and process improvisation (induction, exit and policy updates)
- Handling SAP enabled corporate level separation / exits across 6 locations
- Leading & driving employee engagement initiatives across 4 locations in collaboration with member in “TeamUlhaas”
- Administering women welfare activities across 4 locations along with HR Business Partners under a CSR initiative “Asmita”
- Formulating company level employee communication for new initiatives from HR department
- Active involvement in conducting ADC, GPTW surveys & PMS reviews
- Supporting in recruitment process(Naukri.com), role fitment process & learning and development initiatives

## Idea Cellular, Mumbai

*HR Trainee: Sep 2013 - Dec 2013 (Part time Internship – 4 Months)*

- Designing innovative rewards in coordination with HR Managers to increase employee engagement
- 360 Degree Feedback Analytics – Building analysis & reports for 360 Degree feedback surveys conducted in the organization
- Corporate Communication campaign for Values Driven Culture

## Jindal Steel and Power Limited, Gurgaon

*HR Trainee: May 2013 - June 2013 (Fulltime Internship – 2 Months)*

- Implemented High Potential Employee Model to identify HiPos via a step wise approach as per the guide provided by CEB
- Configured & administered LimeSurvey for conducting surveys for HiPo identification
- Facilitating feedback sessions for ADC, Workshop for Star performers and, Data Analysis based on 9 Box model matrix

## Infosys Ltd., Bangalore

*Systems Engineer (UX Developer): Jul 2010 - Jul 2012 (2 Years)*

- Designed, developed and reviewed front end of intranet based web apps, used by over lakh employees of Infosys Ltd.
- Worked in coordination with 10+ teams across 15+ projects
- Worked closely with Division HR as Team Head, FunUnlimited, Employee engagement function of TED (Technology Excellence Division)