

# Manvi Chaudhary

Human Resource Executive

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## PROFILE SNAPSHOT

~ Seasoned HR professional with over 3 years of experience in technical recruitment, talent acquisition, and comprehensive human resource operations ~

- Proven track record in full-cycle recruitment, from sourcing and screening to interviewing and onboarding top-tier technical talent
- Expertise in developing and implementing HR policies, procedures, and best practices to enhance organizational efficiency and employee experience
- Strong proficiency in HRIS platforms and applicant tracking systems (ATS) to streamline HR processes and improve data-driven decision-making
- Skilled in performance management, including conducting reviews, setting KPIs, and developing employee growth plans
- Adept at managing employee relations, conflict resolution, and fostering a positive workplace culture
- Experience in compensation and benefits administration, ensuring competitive packages to attract and retain top talent
- Proficient in workforce planning, succession planning, and talent development initiatives
- Demonstrated ability to partner with leadership teams to align HR strategies with business objectives
- Strong knowledge of labor laws and compliance regulations, ensuring adherence to legal requirements
- Excellent interpersonal and communication skills, with the ability to build relationships across all organizational levels
- Proven ability to manage multiple HR projects simultaneously while maintaining attention to detail and meeting deadlines
- Eager to leverage expertise in recruitment and HR operations to transition into a strategic HRBP/Operations role, focusing on driving organizational change and implementing innovative people-centric initiatives

## CAREER CONTOUR

Max Life Insurance, Gurgaon | Human Resource Executive | Jul 2023 - Present

- **HRIS Management:** Administering SAP SuccessFactors as the primary HRIS portal, optimizing its utilization for streamlined HR operations across all employee lifecycle stages
- **Employee Lifecycle Oversight:** Overseeing the complete employee journey from hire to retire, implementing best practices to enhance employee experience and retention, including managing the "Till the ECO" process for departing staff
- **HR Analytics and Reporting:** Generating comprehensive MIS reports and leveraging HRIS data to provide actionable insights, supporting data-driven decision-making in HR strategy and operations
- **Leave and Exit Administration:** Coordinating leave management systems and exit procedures, conducting insightful exit interviews, and liaising with HR operations for timely full and final settlements
- **Compliance Management:** Enforcing disciplinary actions and overseeing background verification processes, monitoring open case reports and implementing consequence management strategies aligned with company policies
- **Employee Relations Facilitation:** Addressing employee grievances and conflicts, maintaining a positive work environment through proactive communication and timely issue resolution
- **Policy Implementation and Documentation:** Ensuring adherence to company policies across all HR functions, maintaining meticulous records for audits, reporting, and strategic decision-making purposes
- **Recruitment Process Management:** Spearheading end-to-end recruitment processes, conducting HR interviews, and managing internal job postings via HRMS to efficiently source top talent across departments
- **Vendor Relationship Coordination:** Cultivating strong partnerships with recruitment vendors, managing their performance to ensure a steady pipeline of quality candidates for various positions

- HR Operations
- Full-Cycle Recruitment
- Technical Talent Sourcing
- ATS Management
- HRIS Platform Proficiency
- HR Policy Development and Implementation
- Performance Management
- Compensation and Benefits Administration
- Workforce Planning
- Succession Planning
- Employee Onboarding and Offboarding
- HR Analytics and Reporting
- Compliance and Labor Law Knowledge
- Talent Development
- HR Project Management
- Employee Relations Management
- HR Process Optimization

## TECHNICAL SKILLS

- **HRIS:** SAP SuccessFactors
- **ATS:** Crelate, Manatal
- **MS Office Suite:** Word, Excel, PowerPoint

## SOFT SKILLS

- Communication
- Problem-Solving
- Conflict-Resolution
- Emotional Intelligence
- Negotiation
- Coaching and Mentoring
- Attention to Detail
- Confidentiality and Discretion
- Leadership Acumen

## EDUCATION

- **MBA (HR & Finances)** | Dr. APJ Abdul Kalam Technical University, UP, Lucknow | Jun 2018 – Oct 2020
- **BBA** | SD College of Management Studies | May 2014 – Apr 2017

## INTERNSHIP

- **Oil and Natural Gas Corporation Limited** | Trainee | Jun 2019 – Aug 2019  
*Project: Studying the Welfare Schemes at ONGC*

- **Onboarding Program Execution:** Orchestrating comprehensive onboarding initiatives for new hires, seamlessly integrating them into the organization while ensuring all compliance requirements and E-code generation are meticulously handled

#### **Mobile Programming LLC, Gurgaon | Talent Acquisition Executive | Feb 2023 – May 2023**

- **Strategic Recruitment Planning:** Developed and implemented comprehensive recruitment strategies aligned with current and future staffing needs, leveraging data analytics to inform decision-making and prepared insightful reports on employment trends
- **Candidate Evaluation and Selection:** Conducted thorough pre-screening, interviews, and assessments, including skill checks and background verifications, to identify top-tier candidates and made well-informed hiring recommendations to management
- **Client Relationship Management:** Fostered and maintained strong partnerships with organizational clients, ensuring clear communication of job requirements, company culture, and employment terms to facilitate optimal candidate-employer matches
- **Workforce Planning and Development:** Designed and executed employee placement programs that supported organizational growth, while providing guidance on career advancement opportunities and internal mobility initiatives
- **Compliance and Documentation:** Ensured all recruitment processes adhered to legal standards and company policies, maintaining accurate records of applicant data, interview outcomes, and placement decisions
- **Onboarding and Integration Support:** Collaborated with HR operations to streamline the transition from candidate to employee, facilitating a smooth onboarding process and initial integration into the company culture

#### **Jobtwine, Hyderabad | Talent Acquisition Executive | May 2022 – Feb 2023**

- **Technical Talent Sourcing:** Utilized diverse recruitment channels including niche platforms like Naukri.com, LinkedIn, Hirect, Hiris, Indeed, and Monster to identify and attract top IT and non-IT professionals for both contract and permanent positions
- **End-to-End Recruitment Lifecycle Management:** Oversaw the full recruitment process from defining job descriptions to extending offers, including resume screening, conducting multi-stage interviews, and negotiating employment terms
- **Applicant Tracking System Optimization:** Managed and refined the ATS, implementing strategic keywords and filters to enhance candidate matching and streamline the recruitment workflow
- **Stakeholder Collaboration and Consultation:** Worked closely with the CEO and internal stakeholders to align recruitment efforts with business objectives, providing expert guidance on talent acquisition strategies and market insights
- **Candidate Experience Enhancement:** Implemented efficient interview scheduling systems and maintained clear communication throughout the hiring process to ensure a positive and professional experience for all applicants
- **HR Analytics and Reporting:** Generated comprehensive reports on recruitment metrics, market trends, and hiring effectiveness to inform strategic decision-making and continually improve talent acquisition processes

#### **Anzy Careers Pvt. Ltd, Bangalore | Associate Technical Recruiter | Mar 2021 – Mar 2022**

- **Strategic Recruitment Management:** Oversaw end-to-end recruitment lifecycle, from sourcing to closure, for major clients in Banking, Fintech, HealthTech, and EdTech sectors. Implemented innovative hiring strategies to meet current and future staffing needs, with a focus on technical roles such as Web Developers, Java Developers, Backend Developers, and Business Development Executives
- **Talent Acquisition and Team Building:** Led recruitment efforts for internal team expansion, assessing candidates' sourcing skills and performance attitude. Maintained comprehensive candidate databases and cultivated strong relationships with clients and potential hires for ongoing talent pipeline development
- **Performance Tracking and Reporting:** Generated detailed reports tracking candidates from initial sourcing through final placement, ensuring accurate hiring metrics. Utilized data-driven insights to refine recruitment strategies and improve overall hiring efficiency
- **Technical Expertise:** Demonstrated in-depth knowledge of various technical stacks including ReactJS, VueJS, AngularJS, Spring, Hibernate, MongoDB, Microservices, GraphQL, NodeJS, ExpressJS, Ruby on Rails, and Python. Leveraged this expertise to effectively evaluate and place candidates in specialized roles such as Front-End Developers, Full-Stack Engineers, and Tech Community Managers