

**Meenakshi Shukla**  
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Place : Gurugram, Haryana



## OBJECTIVE

To work for an organization with a competitive environment, where, I can contribute my knowledge and skills towards the growth of the organization and my overall expertise.

## Corporate/ academic projects

**Organization : The Narayana Group (November 2023- Present)**

**Designation : Admission Advisor cum Senior Counsellor**

### Responsibilities:

As an Admission Advisor, I have done,

- Recruitment and Hiring of Sales Team,
- Onboarding and Orientation of Sales Team
- Employee Relations Maintaining
- Training employees about the work
- Grievance Handling of the team
- Handled the Team of counsellors and Tele counsellors
- Conducted Teachers hiring drive
- Handled operations and administrative work of the branch
- Counseled prospective students and parents on academic programs, admission requirements, career opportunities
- Evaluated applications, transcripts, and test scores to determine admission eligibility
- Conducted campus tours, interviews and group presentations to showcase institution's offerings
- Built relationships with students, parents, and school counselors to provide personalized support
- Met enrollment targets and contributed to institutional growth
- Stayed up-to-date on program developments, industry trends, and admission policies

## Key Achievements

- Successfully exceeded enrollment target ( **220 admission done out of 257 counselling done, highest in the Rajasthan State**)
- Recruitment of **16 people in Sales Team within a month**
- Recruitment of **40 Teachers within 2.5 month**
- Developed and implemented effective counselling strategies, resulting increase in student engagement
- Built and maintained strong relationships with other school , for healthy referral
- Collaborated with Faculty and staff to develop and implement new academic programs, resulting in increase in number of students enrolling even after session was started.

#### **Freelancing Recruitment (January 2017- November 2023)**

##### **Responsibilities:**

Hired for IT and Non-IT professionals through various recruitment portals and LinkedIn Network (**Approx 15k+ Connections across various industries**)

#### **Tech U Go Private Limited (June 2015 to January 2017)**

**Responsibilities:** Covering all aspects of HR such as Employee Engagement, Talent Management and Planning, Employee Relations, Performance, HR Policies & Processes, Induction, Rewards and Recognition, Employee Satisfaction Surveys, Culture, Campus Recruitment, Employer Branding, Walk-in drives, Employee Engagement Activities, Issuing Offer letter, Exit Interview, background verification, Organizing Meals ,Device Management, Purchase Management (Laptop, Mobile, Hard disc)

##### Snapshot of the Job Profile:

- Proficient in HR applications such as Core HR, Employee Self Service, Benefits, Recruitment, Training, Performance Management
- Continuous delivery of 100% Performance-oriented Results

##### Handling:

- Employee Engagement
- Performance Management
- Rewards & Recognition
- Leave Management
- Payroll through (Saral Paypack)

#### **Mobiae Technologies Pvt. Ltd. (April 2015 to June 2015, company then merged with Techugo Private Limited)**

**Responsibilities:** Creating dynamic HR function by engaging population via right organizational structuring, adequate man power planning, clearly defined role & responsibilities, JD's in place, recruitment, on boarding, induction, key result area's capturing, performance management, pay roll, employee engagement, employee relations

**Snapshot of my work:**

- Resolving Grievance before it hampers the work.
- Maintaining Balance between Professional & Personal Life

**Specialties:**

- People Satisfaction
- Employee Engagement
- Recruitment & Staffing

**Handling:**

- Recruitment
- Joining and Induction
- Post Joining Formalities
- Payroll

**Info Edge (India) Ltd.**

July 2014-April 2015

**Responsibility:**

- Working on the Shiksha CMS to check for the new colleges Create listings for the new clients that become a part of Shiksha services Work involves a lot of research
- Updating the old listings with the latest up-to-date information Maintaining data integrity and redundancy
- Checking each and every content published on the CMS for its accuracy Achieving 100% of the target with 95% quality

**Human Resource Project (Research report on Joining & Induction)****Tech Mahindra Ltd, Noida**

Duration: 1 month

Responsibility : I did my one month Project & helped them in organizing the Research report on joining the new Employees & Induction Programs in Noida.

**TECHNICAL KNOWLEDGE**

Saral Paypack

MS Word

MS Powerpoint

MS Excel

**STRENGTHS**

- Energetic, Adaptability, Quick and keen learner, Positive Attitude, Honest

**SKILL SET**

- Have good presentation skill
- Good Communication skill
- Written and communication skills
- Problem solving, organizational ability, Grievance Handling, Diplomacy

- Business Development, Advertisement
- Negotiation Skills and Presentation Skill

## **EDUCATION**

**MBA: HR & Marketing**, 2012 - 2014

Krishna Institute Of Engineering & Technology, Ghaziabad( KIET)

**B.Com**, 2009-2012

University of Delhi

**Class XII**, 2009

Kendriya Vidhyalya, Shahjahanpur, (CBSE)

**Class X**, 2007

St. Paul's Inter College, Shahjahanpur, (UP Board)

## **POSITIONS OF RESPONSIBILITY**

### **KIET College**

- \* Winner of Skill Development Program organized by Govt. Of India
- \* Member of Placement Cell Committee.
- \* Winner of Inter College Poster Presentation Competition.
- \* Participated & got second prize in College JAM Competition
- \* Participated in Youth Parliament

### **Satyawati College (Delhi University)**

- \* Participated in Departmental Election for the Post of President
- \* Member of cultural committee
- \* Member of Sports committee
- \* Member of discipline committee
- \* Student Coordinator for first issue of college magazine.
- \* Active participant in college cultural and sports events.

## **Personal Information**

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- \* Marital Status- Married
- \* Gender- Female
- \* Nationality- Indian

Languages- English, Hindi  
Place- Gurugram, Haryana