

# Pranjal Mehta

## HR Executive

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### PROFESSIONAL SUMMARY

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Accomplished HR professional with 2+ years of experience in Recruitment and HR operations. Proven track record of successfully managing end-to-end recruitment, leading team and stakeholder engagement. Skilled in utilizing HR software like HRMS and job portals such as Naukri, LinkedIn, Shine, Monster to streamline processes and proficient in HR operations.

Possess excellent communication and interpersonal skills, with the ability to train and mentor employees.

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Talent Acquisition	Employee Relations	Sourcing and Interviewing
Client Handling HRMS (Keka/Zimyo)	Performance Management	Applicant Tracking Systems
Salary Negotiation	HR Policy Implementation	Team management
	Onboarding and Induction	Training and Development

### ORGANISATIONAL EXPERIENCE

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#### PSAG Technologies, Noida HR Executive

Present

PSAG Technologies is a renowned Salesforce Consulting and Implementation partner, having a team of highly experienced Salesforce Certified Consultants. As a pioneer implementation partner of Salesforce.com, the company delivers cloud-based solutions, leveraging the world's #1 customer success platform.

Headquartered in Australia, with branches in India and the USA.

#### Role & Responsibilities-

##### Recruitment:

- Gathering requirements from stakeholders and creating job descriptions
- Sourcing candidates through various job portals and channels like Naukri, LinkedIn
- Conducting interviews and assessing candidate fit
- Handling documentation and sharing offer letters with selected candidates
- Ensuring a smooth onboarding process, including induction, meet and greet, and other necessary steps
- Experience in campus hiring and recruitment drive.
- Handling external partners and vendors

##### HR Operations:

- Manage HRMS tools and HR software (such as Zimyo and Keka) for attendance & leave management, employee data management, and performance management.
- Coordinate with the finance team to ensure accurate and timely processing of salary disbursements, LOP, overtime, and joining bonus.
- Ensure adherence to HR policies and procedures, including employee conduct, grievance redressal, and employee separation processes.
- Developed employee engagement activities, training and development programs, events etc .

## Consulting Krew Pvt. Ltd. Dwarka

Jan'24 – April'24

### HR- Team Lead

Consulting Krew is an expert offering recruitment and consulting services, based in Delhi and Haryana, with 12+ years of experience, delivering tailored solutions for businesses across industries. A team of Marketing, Engineering, and MBA professionals leveraging 25+ years of combined expertise to drive growth and success.

#### Role & Responsibilities-

- Working closely with directors
- Successfully handled dual role of Individual contributor and team lead
- Involved in niche and lateral hiring.
- Collaborate with hiring managers to understand their requirements
- Maintained strong relationships with clients and candidates for smooth and engaging process throughout the hiring.
- Demonstrate strong leadership skills in team operations, ensuring timely and quality deliveries.

#### HR Operations:

- Manage HRMS tools and HR software (such as Zimyo and Keka) for attendance & leave management, employee data management, and performance management.
- Coordinate with the finance team to ensure accurate and timely processing of salary disbursements.
- Manage employee engagement, events, training and development programs.

## Prodigy Human Resource Consultant Pvt. Ltd. Vikaspuri

June'22 – Dec'23

### HR Recruiter

Prodigy is the leading 10+ years of human resource consulting company in India using leveraged technology and HR expertise to optimize recruitment and deliver tailored solutions.

#### Role & Responsibilities-

- Responsible for middle to senior level recruitment
- Involved in international hiring of Middle East countries
- Developed and implemented recruitment strategies to attract top talent
- Managed the end to end process, from posting jobs to sourcing, selecting and onboarding
- Build and maintained relationships with candidates and hiring partners

## EDUCATION

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### Master of Business Administration (MBA)

Pursuing- 2025

### Bachelor of Business Administration (BBA)

Graduated: 2022

## LEADERSHIP

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- Coordinating directly with directors and clients to understand their work requirements, demonstrating strong communication and interpersonal skills.
- Trained and mentored junior recruiters, enhancing their recruitment skills and knowledge.

## LANGUAGE

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- Hindi
- English
- Punjabi