

SHWETA JHA

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PROFESSIONAL SUMMARY

Strategic and results-driven HR leader with **10+ years of comprehensive experience** in managing full-spectrum human resource functions across diverse industries. Proven expertise in **talent acquisition, HR operations, business planning**, performance management, compliance, employee engagement, and training & development. Adept at aligning HR strategies with business goals, fostering positive work cultures, and driving organizational excellence. Certified in **SAP SuccessFactors** and well-versed with modern HR tools and platforms.

CORE COMPETENCIES

• Strategic HR Planning	• HRMS & SAP SuccessFactors
• Talent Acquisition & Retention	• Payroll & Compensation Management
• Employee Relations & Engagement	• Compliance & Labor Law Adherence
• HR Policy Development	• Grievance Redressal
• Performance Management	• Organizational Development
• Training & Development	• Team Leadership & Collaboration

PROFESSIONAL EXPERIENCE

SR. HR EXECUTIVE – RECRUITMENT & GENERALIST

Syndicate Innovations International Ltd. | Jan 2023 – Present

- Spearheading end-to-end recruitment for multiple verticals; managing MRFs, JD creation, assessments, and final closures.
- Leading talent acquisition through job portals (Naukri, LinkedIn, Indeed) and managing vendor agreements and payments.

- Executing salary negotiation, offer roll-out, background verification, and onboarding activities.
- Designing and delivering structured induction programs and aligning new hires with company goals.
- Managing employee grievances, conducting surveys, and fostering a healthy workplace culture.
- Supporting departmental KRAs and ensuring data management for organizational alignment

HR EXECUTIVE

Tech Vidya Careers Pvt. Ltd. | Jan 2022 – Jan 2023

- Led HR operations and training logistics for education batches including scheduling, trainer coordination, and performance tracking.
- Supported recruitment, interviews, onboarding, payroll processing, and freelancer hiring.
- Managed payroll disbursement, batch performance reviews, and academic coordination.
- Facilitated employee engagement and retention initiatives to improve morale and productivity.

HR GENERALIST & BUSINESS DEVELOPMENT MANAGER

Dream Fitness Gym & Sports Academy | Dec 2015 – Jan 2022

- Oversaw end-to-end HR operations including hiring, payroll, appraisals, and performance reviews.
- Conducted client engagement, business development meetings, and proposal presentations.
- Maintained employee records, confidentiality, and HR compliance.
- Collaborated closely with top leadership for business planning, reporting, and growth strategy.
- Managed freelancer contracts and payments, ensuring alignment with project timelines.
- Supported organizational growth by aligning HR efforts with business goals.

EDUCATION

- **MBA – Human Resource Management**, NMIMS, Mumbai | 2023
- **B. Com – Commerce**, Delhi University | 2016
- **Company Secretary (Dropout)**, ICSI
- **12th & 10th Grade**, Delhi Public School Ghaziabad, Vasundhara | 2012, 2010

CERTIFICATIONS

- **SAP SuccessFactors – Employee Central (EC)**
- **SAP SuccessFactors – Recruiting Management (RCM)**
- Microsoft Office Suite – Word, Excel, PowerPoint

TECHNICAL PROFICIENCY

- **SAP SuccessFactors**
- MS Excel (Advanced), PowerPoint, Word
- HRMS Platforms
- Naukri, LinkedIn Recruiter, Indeed

ADDITIONAL INTERESTS

- Certified Powermoves Instructor
- Fitness & Wellness Enthusiast
- Art & Craft, Music, Travel