

SHRUTHI MEENA

HR PROFESSIONAL | Talent Acquisition & Employee Engagement

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CONTACT

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Website

shruthimeena.com

Location

Based out of India

CORE SKILLS

- › Talent Acquisition & Technical Recruiting
- › Campus Hiring & Sourcing
- › Employee Engagement
- › Payroll & HRMS Operations
- › Onboarding & Exit Management
- › Employee Lifecycle & Records
- › Statutory Compliance & UAN
- › HR Documentation
- › Vendor & Asset Management
- › HR Reporting & Analytics

EDUCATION

Bachelor of Commerce (B.Com)

Accounting
The American College
2019 – 2022

STRENGTHS

- › People-first mindset
- › Process discipline
- › Cross-team coordination
- › Ownership

PROFESSIONAL SUMMARY

HR professional with 2.5+ years of hands-on experience across the full employee lifecycle — from talent acquisition and technical recruiting to payroll, HRMS, onboarding, and compliance. Progressed from trainee to Executive HR & Admin, building people-first processes and driving engagement initiatives. A commerce and accounting foundation brings rigour to payroll and HR operations.

PROFESSIONAL EXPERIENCE

Executive HR & Admin

NerdyLabs · Oct 2025 – Present

- › Own end-to-end recruitment — sourcing, screening, interview coordination, and onboarding.
- › Administer payroll inputs, attendance, leave management, and HRMS operations.
- › Manage the full employee lifecycle: onboarding, confirmation, transfers, and exit formalities.
- › Prepare HR documentation — offer, salary, experience & relieving letters; manage UAN, statutory records, and compliance.
- › Lead employee engagement and workplace events; oversee vendor management, asset tracking, and HR reporting.

HR & Admin

NerdyLabs · Mar 2025 – Sep 2025

- › Spearheaded campus hiring and talent acquisition to meet organizational workforce requirements.
- › Managed the full recruitment lifecycle including technical interview coordination, stakeholder management, and offer rollout.
- › Designed and executed employee engagement programs that strengthened workplace culture and retention.
- › Partnered with department heads on intern and new-hire evaluation; drove HR process optimization.

Trainee HR & Admin

NerdyLabs · Mar 2024 – Feb 2025

- › Sourced freshers through campus recruitment; coordinated drives and joining formalities.
- › Organized interviews and assessments with domain leads and verified candidate documentation.
- › Ran employee engagement initiatives and evaluated intern performance with regular reporting.