
VEENA MENON

HR EXECUTIVE

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PROFESSIONAL SUMMARY

A versatile and detail-oriented professional with extensive experience in Logistics Management and Human Resources. With a proven track record in data entry, logistics documentation, recruitments operations, employee onboarding, data handling, reporting and other HR functions. I am now seeking new challenges and opportunities to further expand my career in a dynamic environment where I can bring my strategic thinking, leadership skills, and ability to adapt to fast-paced, evolving situations.

WORK HISTORY

HR Executive, 07/2022 - 09/2024

Datamatics Global Services LTD – Mumbai

- Handling all the MIS reports on a daily and weekly basis to keep a complete record of employees and existing requirements database up-to-date.
- Facilitate employee onboarding, assisting with necessary HR paperwork.
- Collaborate with hiring managers to understand hiring needs and help in recruitment.
- Provide support to the HR Managers and other team members as needed
- Manage all functions in Applicant Tracking System.
- Preparing Offer Letters and other onboarding documents for candidate onboarding.
- Support in daily HR recruitment team operation and coordinating with employees and HR team.

Information Process Specialist, 11/2020 - 05/2022

Tata Consultancy Services – Mumbai

- End-to-end documentation work for DHL (Netherlands imports).
- Maintained comprehensive import records essential for the smooth execution of logistics processes.
- Accurately input, update, and maintain information in databases, spreadsheets, or other data systems.
- Verify and correct data to ensure accuracy and completeness.
- Maintain confidentiality and ensure data security during processing.

- Identify and address discrepancies in records or processes.
- Handling end to end logistics documentation work

SKILLS

- Management Information Systems (MIS).
- MS Office Suite - Word, Excel, PowerPoint & Outlook.
- Data Analysis & HR Reporting
- Time Management
- Attention to Detail
- Coordination
- Strong interpersonal & Communication skills.
- Applicant Tracking System.
- Employee Onboarding process.
- Recruitment
- Leadership
- Decision Making
- HR documentation & Record- Keeping
- Data Entry and Database management

EDUCATION

MBA: Human Resources, 04/2024

WELINGKAR INSTITUTE OF MANAGEMENT - Mumbai - India

M.Com: Business Administration, 07/2022

UNIVERSITY OF MUMBAI - Mumbai - India

Bachelors: Banking and Insurance, 10/2020

ML DAHANUKAR COLLEGE OF COMMERCE - Mumbai - India

LANGUAGES

English

Hindi

Marathi

Malayalam

PERSONAL INFORMATION

- Passport Number: U4316000
- Date of Birth: 01/23/99
- Visa Status: Spouse Visa