


# Meera Mehta

 [www.linkedin.com/in/MeeraMehta2505/](https://www.linkedin.com/in/MeeraMehta2505/)

■ mehtameera2505@gmail.com ■ +91 892-895-8425 ■ Mumbai, India

## PROFESSIONAL SUMMARY

I'm someone who enjoys people, conversations, and the stories behind them. My work across HR, brand communication, and digital content has helped me shape scripts, plan narratives, and create moments that feel natural and engaging. I love working in creative settings and connecting with different personalities—whether behind the scenes or in front of the camera. As I expand my understanding of global media trends, I'm looking for opportunities in hosting, anchoring, interviewing, or scriptwriting where I can bring energy, curiosity, and a strong sense of storytelling.

## EDUCATION

<b>SIES College of Commerce and Economics, Mumbai,</b> Bachelor of Commerce (General)	Mumbai
<b>NPTEL</b> Diploma in Media & Development - 84%	Remote

## PROFESSIONAL EXPERIENCE

<b>Self-Employed, HR Freelancer</b> Manage recruitment projects for multiple clients across industries, handling sourcing, screening, and onboarding. Coordinate with clients to ensure seamless hiring and positive candidate experience. Assist in employer branding initiatives, including digital marketing and content strategies. Develop and implement HR policies and procedures aligned with compliance standards. Design and deliver employee training programs focused on productivity, motivation, and retention. Maintain client relationships, ensuring quality delivery and timely closure of hiring requirements.	09/2025 – Present   Remote
<b>Felisha Cosmetics, HR Executive</b> Supported end-to-end recruitment including job postings, resume screening, and interview scheduling. Collaborated with department heads to identify workforce needs and improve talent acquisition processes. Reduced recruitment turnaround time (TAT) by streamlining hiring procedures. Handled onboarding documentation and maintained candidate databases efficiently. Assisted HR Manager in developing internal communication and engagement plans.	03/2025 – 09/2025   Mumbai
<b>Recruit Advisor Consultancy, Hiring HR</b> Managed complete hiring lifecycle using Naukri portal and internal ATS tools. Conducted interviews, negotiated offers, and coordinated with clients to meet recruitment deadlines. Built and maintained strong client relationships, ensuring repeat business and satisfaction. Prepared recruitment reports and dashboards for management analysis.	09/2024 – 02/2025   Mumbai

**Self-Employed, Tutor**

06/2023 – 12/2024 | Mumbai

Designed lesson plans tailored to individual student needs and academic goals.  
Implemented interactive teaching techniques to improve learning outcomes.  
Monitored and evaluated student performance, ensuring measurable progress.

**CA Maulik Shahs’ Office, Financial Analyst Intern**

04/2024 – 05/2024 | Mumbai

Analyzed financial statements and prepared monthly reports in compliance with accounting standards.  
Identified trends and created actionable insights to improve financial decision-making.  
Managed client documentation, reconciliations, and daily transaction entries using Tally ERP.

CORE SKILLS

Technical Skills	Non-Technical Skills
<ul style="list-style-type: none"><li>Digital Marketing (SEO, Social Media, Content Creation)</li><li>Employer Branding &amp; Marketing Coordination</li><li>MS Excel</li><li>Tally ERP</li><li>Tally Prime</li><li>HR Policy Development &amp; Onboarding</li><li>Recruitment Tools</li></ul>	<ul style="list-style-type: none"><li>Communication &amp; Public Speaking</li><li>Writing and Presentation Skills</li><li>Employee Engagement &amp; Training</li><li>People Interaction &amp; Relationship Building</li><li>Interviewing &amp; Talent Assessment</li><li>Storytelling &amp; Content Planning</li></ul>

ADDITIONAL INFORMATION

**Languages —**  
English  
Hindi  
Gujarati  
Korean - Learning

**Interests —**  
Entertainment Reporter  
Content Producer  
Talk Show Host / Anchor

CERTIFICATIONS

**Certificate Course in Digital Marketing, Reliance Academy**

10/2025