

Mahanshu Vyas

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Professional Objective:

Motivated and growth-oriented HR professional with hands-on experience in HR operations, compliance, employee engagement, recruitment, and HR tech implementation. Seeking a challenging role in a dynamic organization where I can continue to expand my skills, contribute to strategic HR initiatives, and support organizational growth through innovative and structured HR practices. **Ready to relocate.**

Work Experience:

HR Operations, White 'N' White Minerals P Ltd., Jodhpur, Rajasthan **December 2024 – Present**

Led core HR initiatives during the company's shift from a traditional to a corporate setup. Key responsibilities and contributions include:

- **Developed and Implemented HR & Compliance Framework:** Visited company plants to tailor HR policies to real-world operations; introduced structured payroll, digitized employee records, and ensured ESIC and PF compliance in collaboration with a labor law consultant.
- **Led Digital Transformation:** Contributed to the implementation of HRMS systems; created SOPs; introduced asset management protocols; and designed ID cards to streamline operations and ensure accountability.
- **Enhanced Company Branding & Online Presence:** Directed the launch of Calcinedlime.com and managed LinkedIn branding through Canva designs and SEO strategies, boosting both client and talent engagement.
- **Promoted Employee Development & Tech Adoption:** Conducted internal training on AI tools, LinkedIn, One Drive, and ChatGPT; attended AI and cyber security seminars to align company practices with emerging tech trends.

HR Intern, RR Kabel, Vadodara, Gujarat **June 2024 – July 2024**

As an HR Intern, I learned about HR operations, which provided me with a solid foundation in HR functions.

- **Assisted in HRMS Operations:** Supported in maintaining and updating employee records, tracking attendance, managing leave requests, payroll processing, and coordinating training & development programs.
- **Handled Core HR Functions:** Involved in screening resumes, onboarding, documentation, employee welfare activities, and understanding employee relations, company policies, HR policies, and mercantile laws at RR Kabel, an FMCD and FMEG company.

Talent Acquisition Executive, Spanidea System, Bangalore, Karnataka **October 2021 - June 2023**

- **Experienced Talent Acquisition Specialist** with a proven track record in recruiting across IT, Manufacturing, Automobile, Automation, and Hardware Electronics sectors.
- **Proficient in end-to-end recruitment**—sourcing, screening, interviewing, and collaborating with hiring managers to meet staffing needs using various platforms and networking channels.

- **Skilled in onboarding and orientation**, including campus hiring of software engineers and handling candidates with U.S. employment authorizations like U.S. citizens, Green Card holders, EAD, and OPT.

Junior Engineer, Gensol Engineering, Ahmedabad, Gujarat

November 2020 – January 2021

- Understanding the basics of solar energy. I conducted performance analysis in the rooftop Solar Plants.
- I utilized AutoCAD, MS Word, Technical Data Analysis tools, additionally; I employed PLC-SCADA for monitoring and control Purposes.

Education:

MBA in Human Resources Management

Parul University (July 2023- May 2025)

Vadodara, Gujarat

CGPA: 7.44

B.Tech in Electrical Engineering

Arya College of Engineering and IT (August 2015- June 2019)

Jaipur, Rajasthan

Percentage: 62.55%

Skills:

Recruitment: Strategic Sourcing, Networking Skills, Application Tracking System (ATS), Boolean String, X-Ray Search, Recruitment, Letter work.

Time Office: Attendance, Tracking and Monitoring, Shift Roaster, Overtime calculation, HRMS, Web MIS, BMS, System & Manual Attendance.

Payroll: Salary Structure, Compensation, Benefits, Budgeting, Deductions, Provident Fund (PF), Compliance, HRIS.

Technical Skills/Tools: MS Excel, MIS, VLOOKUP, Pivot Tables, MS PowerPoint, AI, Naukri and LinkedIn portals, SAP-HRM(Beginner)

Soft Skills:

Excellent verbal and written **communication**, strong in **problem-solving, leadership**, and **Time management**, with proven ability to lead teams and mentor colleagues.

Highly **adaptable** and collaborative, excelling in **teamwork** across cross-functional teams and fast-paced environments.

Certifications:

Certified in Human Resources from Welingkar Institute of Management.

Use of AI in Excel, PowerPoint, and the HR Department

Introduction to SAP-ERP.

Introduction to HR Analytics

The Fundamentals of Digital Marketing