Mohammed Imran Shaikh

HR GENERALIST

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PERSONAL STATEMENT

HR generalist with 6 years of experience running the full employee life cycle for a 380-member SaaS and services company. Covers hiring, onboarding, Keka HRMS administration, payroll inputs, statutory compliance, performance reviews and employee relations, and often acts as the single HR point of contact for business heads.

WORK EXPERIENCE

HR Generalist · *Charminar Cloudworks Pvt Ltd, Hyderabad* Aug 2022 – Present

- Handle hiring, onboarding, confirmations and exits for 380 employees as one of a 3-member HR team, processing about 120 joiners a year.
- Administer Keka HRMS for attendance, leave, appraisals and payroll inputs, shrinking monthly payroll closure from 6 days to 3.
- Drafted and launched 7 HR policies, including hybrid work, travel and a POSH policy, and trained all people managers on them.
- Investigated and closed 21 employee grievances in 2025 within an average of 9 days, with documented findings for management.

HR Executive · *Deccan Retail Ventures, Hyderabad* Jan 2020 – Jul 2022

- Supported HR for 22 retail stores with 600 staff, covering hiring, joining kits and store-level attendance.
- Processed PF, ESIC and Telangana professional tax inputs and resolved UAN and KYC mismatches for 140 employees.
- Coordinated quarterly engagement events and an annual long-service award that improved store-staff pulse scores by 11 points.

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EDUCATION

MBA in Human Resources and Marketing · *Nizam College of Management Studies, Hyderabad* 2017 – 2019
Grade: 7.2 CGPA

SKILLS

Keka HRMS | Onboarding and exits | Payroll inputs | PF, ESIC and PT | HR policy drafting | Performance appraisal | Grievance handling | MS Excel

CORE SKILLS

- Employee life cycle management
- Employee relations
- Policy communication
- Business partnering
- Problem solving

LANGUAGES

English · Fluent | Urdu · Native | Hindi · Fluent | Telugu · Conversational