

Neel Menon

HR Executive

NM

Chennai, India neel.menon@example.com Fictional sample

01 Professional profile

HR Executive with an illustrative 11-year career focused on employee operations, onboarding and policy communication. Core strengths include HR operations, Onboarding and HRIS records. Selected examples describe the challenge, contribution and handover materials.

02 Professional experience

Jul 2022 - Present

HR Executive

Asterline People Operations · Chennai

Delivered defined workstreams in employee operations, onboarding and policy communication, coordinating reviewers and delivery partners.

- Coordinated a staged onboarding checklist and clarified contacts for equipment, records and induction.
- Reconciled approved records and created a controlled update checklist with access boundaries.

Jul 2018 - Jun 2022

HR Executive

Northmere People Operations · Chennai

Built a scoped practice in employee operations, onboarding and policy communication, with a defined review process.

- Used hr operations and employee communication on assigned work; recorded decisions so colleagues could understand the approach.
- Prepared handover materials and incorporated specialist feedback before closing the workstream.

Jul 2015 - Jun 2018

People Operations Associate

Cedarfield People Operations · Chennai

Built foundations through supported assignments, observation and practical feedback.

- Assisted with onboarding and documentation, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

EXPERTISE

Core capabilities

HR operations

Onboarding

HRIS records

Employee communication

Documentation

Query handling

SELECTED WORK

New-joiner experience

Onboarding map and welcome pack

Employee record quality

HR data dictionary and review log

LANGUAGES

English - professional working

Hindi - professional working

CAREER CONTEXT

11 years in this illustrative career.

Three appointments.

Full work examples on page 2.

03 People programmes

Better employee experiences, thoughtfully organised.

WORK EXAMPLE 01 / ILLUSTRATIVE

New-joiner experience

Context

Employees received fragmented instructions before joining.

Contribution

Coordinated a staged onboarding checklist and clarified contacts for equipment, records and induction.

Prepared for handover

Onboarding map and welcome pack

WORK EXAMPLE 02 / ILLUSTRATIVE

Employee record quality

Context

HR records used inconsistent naming and status fields.

Contribution

Reconciled approved records and created a controlled update checklist with access boundaries.

Prepared for handover

HR data dictionary and review log

04 Education

2013 – 2015

MBA in Human Resource Management

Asterbridge Institute of Professional Studies

Specialist study with a practice focus on hr operations and onboarding.

2009 – 2013

Bachelor-level study in the relevant discipline

Cedarhaven College of Applied Studies

Foundation study, practical assignments and supervised learning. Fictional institution and qualification record.

05 Professional development

2024

HR operations - advanced practice workshop

Scenario exercises and peer review in employee operations, onboarding and policy communication.

2025

Employee communication - reflective practice seminar

Applied learning reviewed through a bounded example and a written reflection.

Continuing learning examples, not licences or independently verified certifications.

06 Practice & evidence notes

Work focus	Evidence status	Contribution scope
Employee operations, onboarding and policy communication	Illustrative work descriptions; no source artefacts attached	Owned the stated workstream, not all team outcomes

Every employer and institution in this CV is fictional. The two work examples describe individual contributions; supporting artefacts and externally measured outcomes are not supplied. Replace example information with accurate records and permission-cleared work before using this CV.