

MANVITHA MEESALA

HR Business Partner

7899143354 | mmanvitha19@gmail.com | Bangalore

SUMMARY

HR Business Partner with 6+ years of experience in HR strategy, employee relations, performance management, HR operations, talent management, and workforce analytics. Skilled in stakeholder advisory, employee engagement, organizational change, and data-driven decision-making to strengthen employee experience and drive business outcomes.

EXPERIENCE

HR Business Partner

Jul 2024 — Aug 2025

District of Saanich · Victoria, Canada

- Partnered with multiple municipal business units supporting 800+ employees in a union-represented environment, providing day-to-day HR guidance across the employee lifecycle, workforce needs, employee relations, and policy interpretation.
- Supported onboarding, recruitment, employee transitions, and HR documentation while maintaining consistent and confidential processes.
- Advised municipal leaders on performance concerns, disciplinary matters, workplace investigations, and corrective actions, ensuring fairness, consistency, collective agreement awareness, and employment standards compliance.
- Supported employee engagement and communication initiatives, helping strengthen employee connect, workplace culture, and organizational alignment.
- Used JD Edwards HRIS data to prepare workforce metrics, headcount reports, and HR insights for leadership decision-making.
- Collaborated with Finance, Payroll, and Operations within a municipal government environment to streamline HR processes and support corporate governance, collective agreement requirements, and FOIPPA compliance.
- Managed recruitment and onboarding for critical functions including Fire and Police Services, supporting process integrity and diverse hiring.

People and Culture Coordinator

Mar 2021 — May 2024

Paladin Security · Vancouver, Canada

- Assisted with full-cycle recruitment processes, including reviewing resumes, screening candidates, conducting interviews, and coordinating interview schedules with hiring managers.
- Partnered with regional leaders across a 1,000+ employee private-sector workforce to support people strategy, employee lifecycle, engagement, and performance priorities.
- Managed employee lifecycle activities from onboarding through exit, ensuring consistent processes and proactive resolution of employee concerns.
- Conducted HR investigations and fact-finding, partnering with managers and relevant stakeholders on appropriate corrective actions and employee relations matters in a private-sector environment.
- Analyzed attrition, engagement, and workforce productivity data to identify trends and provide actionable insights to leadership.
- Designed and delivered site-level employee engagement and recognition initiatives, contributing to a 20% improvement in retention.
- Supported organizational restructuring, internal transfers, and succession planning initiatives while helping employees and leaders navigate change.

Senior HR Executive

Jun 2018 — Mar 2019

Google via Cognizant Technologies · Bangalore, India

- Managed full-cycle technical and leadership recruitment for global teams across APAC and North America, delivering 200+ hires annually.
- Partnered with hiring managers to understand workforce requirements, define sourcing strategies, and improve candidate and stakeholder experience.
- Used recruitment data and pipeline insights to support workforce planning, hiring decisions, and continuous process improvement.

HR Coordinator

Apr 2016 — Jun 2017

Citrix via Kelly Services · Bangalore, India

- Supported employee lifecycle processes including onboarding, documentation, HR administration, and employee query resolution.
- Coordinated recruitment activities, interviews, offer processes, and employee communications while partnering with business stakeholders.
- Supported HR policy updates, audit compliance, HR documentation, and HR metrics reporting.
- Provided employee-focused support and helped resolve workplace queries through clear communication, responsiveness, and confidentiality.

EXPERIENCE · CONTINUED

Recruitment Specialist

Mar 2015 — Apr 2016

TEKsystems · Bangalore, India

- Managed end-to-end recruitment for IT and engineering roles, handling 150+ mandates annually across multiple requirements.
- Partnered with clients and internal stakeholders to understand workforce needs and deliver tailored staffing and retention solutions.
- Coordinated candidate engagement, interview processes, stakeholder communication, and hiring activities in a fast-paced environment.
- Used recruitment activity and market insights to support hiring effectiveness and improve stakeholder and candidate experience.

EDUCATION

Post-Degree Diploma, Human Resource Management and Leadership

May 2019 — December 2020

Camosun College

Bachelor, Computer Application

June 2011 — June 2014

Bangalore University

SKILLS

- Employee Lifecycle Management
- Employee Relations
- Workplace Investigations
- Performance Management
- Employee Engagement
- HR Data Analytics
- HR Policy & Compliance
- HRIS
- Stakeholder Management
- Talent Acquisition
- Workforce Planning
- Diversity & Inclusion
- Organizational Development
- Change Management
- Succession Planning

CERTIFICATIONS

- CPHR Candidate – Chartered Professionals in Human Resources (BC & Yukon)

TRAINING

- Workplace Investigations
- Performance Coaching
- People Analytics
- Employment Law (India & Canada)