

HARSHI JAIN

HR Executive | Operations & Strategy

CONTACT

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EDUCATION

JRN, Udaipur

Masters in Business Administration
Present

PDEU, Gandhinagar

Bachelor in HRM (Hons.) 2020-24

St. Patricks Sr. Sec. School

HSC 2020

St. Gregorios Sr. Sec. School

SSC 2018

SKILLS

- Full Employee Lifecycle
- Employee Relations
- Strategic Talent Pipeline Development
- Offer Negotiation & Compensation
- Performance Management
- Payroll Administration
- HRIS Tools (Greythr, Zoho)
- HR Documentation & Compliance
- Go-To-Market (GTM) Planning
- Networking and Outreach

DISSERTATION

Authored : Unveiling Gender Dynamics in Remote Work Culture: Analyzing the Impact on Work-Life Balance, Productivity, Challenges, and Benefits in India

SUMMARY

HR Professional focused on balancing compliance with culture while expanding into product marketing strategy. Bringing hands-on experience across the employee lifecycle and partnering with cross-functional teams to build efficient, people-first processes. Currently contributing to Go-To-Market (GTM) outreach strategies to support early-stage product adoption. Dedicated to fostering organizational success and building a workplace where employees feel valued.

WORK EXPERIENCE

KayJay Global Solutions

May 2025 - Present

- Led end-to-end HR operations, including recruitment, full employee lifecycle, payroll management, employee relations, and policy implementation, improving overall HR efficiency.
- Ensured 100% payroll accuracy by cross-checking HRIS records, and maintaining audit-ready documentation, streamlined employee documentation systems to reduce audit preparation time.
- Planning outreach initiatives to build collaborative networks and drive engagement.
- Formulating the initial Go-To-Market (GTM) strategy for an upcoming in-house product, identifying key target demographics.

Physics Mindboggler

June 2022 - July 2022

- Managed employee lifecycle from recruitment to onboarding.
- Built strategic university partnerships to strengthen the talent pipeline and attract high-potential candidates.

LNDC, Virampur

Dec 2021 - Jan 2022

- Conducted field research and community surveys to assess socioeconomic conditions.
- Analyzed grassroots challenges in education and infrastructure to support strategic planning initiatives.

Arpan Seva Sansthan, Kodiad

June 2021 - July 2021

- Collaborated on the development of a Water Economic Zone driving long-term socio-economic growth for rural communities.