**CURRICULUM VITAE**

**Nitika**

**C-3/29 Sector-5**

**Rohini New Delhi, India (110085)**

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**HR MANAGER (ADMINISTRATION, RECRUITMENT AND OPERATIONS)**

**(TOTAL EXPERIENCE – 4.5YEARS)**

**OBJECTIVE**

Seeking a challenging career in Human Resource with a progressive organization, which will utilize my skills, abilities and education in management while contributing to the development of the organization.

**SKILLS PROFILE**

* MBA in Human Resources Management with 4.5 years professional experience in Human Resources and Admin Department.
* Comprehensive knowledge on HR competencies, recruitment procedures & policy implementations.
* Demonstrates flexibility and adaptability in daily work and to changing strategies procedures.

**CORE COMPETENCIES**

* Aggressive.
* Detail conscious.
* Good leadership skills.
* Effective communication skills.
* Ability to maintain interpersonal relations.
* Exquisite organizational & management skills.
* Confident.
* Flexible in work.
* Honest.

**WORK EXPERIENCE**

1. Working as a HR Manager at WEBCOM TECHNOLOGIES (February 2014- till date)  
  
 **Responsibilities**  
  
**1. Recruitment**

* Coordination with Technical panel and understanding their requirements, defining job positions.
* Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
* Short listing the resumes based on desired skills and experience.
* Advertising vacancies, screening and short listing resumes.
* Conducting telephone and Personal interviews in coordination with department heads.
* Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.

**2. Training & Development**

* Scheduling and arranging training while coordinating with external trainers and training programs.
* Identification of training needs and nominating candidates for training.
* Encouraging participation of employees in various organizational events.
* Issuing training certificates after completion of the training.

**3. HR Administration**

* Preparing Final settlements, Gratuity, leave salary and all employee benefits.
* Compilation & processing of attendance data in attendance system.
* Processing monthly attendance musters for workers, trainees & officers.
* Maintaining employees personal files and records, communicating HR policies & across the organization at all levels.
* Designed Policies and Various HR Forms and Induction Program.
* Tracking attendance, maintaining leave records, PF records, issue letters, etc.
* Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
* Keeping track of Confirmation, Appraisals, and Increments of employees.
* Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.

**4. Employee Engagement**

* Celebrations – Diwali, Ganpati Festival, and other company events
* Effectively managing welfare measures, management - employee get together, picnics & parties.
* Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.

2. Worked as a HR-Management Trainee at IICE-ITC (June 2011-January 2014)  
  
 **Responsibilities**  
  
**1. Recruitment**

* Resourcing, screening and short listing resumes through various job portals.
* Short listing the resumes based on the job requirement.
* Conducting telephone and Personal interviews with the HR Manager & Department heads.
* Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.

**2. Training & Development**

* Identification of training needs and nominating candidates for training.
* Coordinating with the External Trainers regarding the Training schedule.
* Scheduling the Training Program & collecting the Feedback.
* Issuing training certificates after completion of the training.
* Evaluation of the employees post training program.

**3. HR Administration**

* Maintaining employee’s personal files and records.
* Designed Policies and Various HR Forms and Induction Program.
* Tracking attendance, maintaining leave records, PF records, issue letters, etc.
* Preparation of full and final settlement.
* Generation of Experience Letters, Relieving Letters.
* Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.

**EDUCATIONAL CREDENTIALS**

* Master of Business Administration with HR specialization from IMT-Ghaziabad.
* Bachelor of Commerce from Delhi University,
* 12th (Commerce) from C.B.S.E.
* 10TH from C.B.S.E.
* Diploma in Computer application and programming.

**COMPUTER SKILLS**

* Knowledge of MS Word, Ms Power Point, Ms Excel.
* Tally ERP 9.0
* Internet
* Pursuing SAP-HR

**AWARDS & ACHIEVEMENTS**

* Computer Skills: MS Office, Basics of OS (Win-Xp)
* Participated in quiz contests at school and college level.
* Done many stage performances (acting in a play, dancing, singing,) in college.
* Achieved many awards for excellent performances in games.

**PERSONAL DETAILS**

**Date of Birth:** 30th January 1992  
**Languages known:** English, Hindi   
**Address:** C-3/29 Sector-5 Rohini delhi-110085