

**Nikisha**

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***CAREER OBJECTIVE:***

*To pursue a demanding Senior* ***HR Assistant*** *Role in your reputed firm with the approach to take up responsibilities to accomplish organizational goals where in my skills and potentials are being utilized to the maximum; alongside focusing on the scope of enhancing my personal skills & gaining maximum knowledge during my tenure to contribute to the growth of the firm.*

# CAREER SUMMARY

*I can be an eligible and effective human resource to your firm with regards to my experience in HR and administrative functions spans 5 years, with the majority of my experience in Core HR with all such human behavioral aspects which synchronize with Performance appraisal, Manpower Planning, Competency Mapping & as well with Balance Scorecard.*

# CORE KNOWLEDGE & SKILL AREA

* HRMS & ERP (SharePoint) Database Administration • Employee Relations
* Training & Development • Balance ScoreCard
* HR Policies & Procedures • Performance Appraisal
* Competency Mapping •Manpower Planning
* Grievance resolving • Payroll & Compensation
* E-Recruitment

•Motivate Employees through Elton Mayo’s Hawthron Experiment

•Resolve the stage of Cognitive Dissonance

# ACEDEMIC QUALIFICATION:

## MASTER OF BUSINESS ADMINISTRATION (MBA) Specialization in Human Resource from Gujarat Technological University, India, 2012.

* + **BACHELOR OF BUSINESS ADMINISTRATION from Veer Narmad South Gujarat University, India, 2009.**

***EMPLOYMENT HISTORY:***

1. **HR AND ADMINISTRATION MANAGER JAN 2015 – AUG 2016 M-KUL EMI SHOPPING PVT LTD (EMIADDA.COM)**

## Reporting to the HR Consultant and Chairman, my responsibilities were:

* + To support and implement effective recommendations on the design and development of assigned Human Resource functional areas, encompassing various programs relating to compensation, benefits, resourcing, organizational effectiveness and/or employee development
  + Prepare Job Descriptions; conduct Job Analysis & Evaluation to develop Pay Structures & Compensation Models.
  + Works with Balance Scorecard and synchronized Key Performance Indicator and analyzing Performance and Target and given Appraisal to employees.
  + To Conduct Manpower Planning anticipated all business growth relevant activities and make all comprehensive reports.
  + Manage certain Policies and advise consultant in identifying potential areas of risk their current HR processes and policies; work with clients in assisting them to draft HR policies & Procedure manuals to ensure overall compliance as par with preset Organizational Goals.
  + Recruitment through Job Portals at different Branches.
  + Handling all legislation of all employees related to PF and ESIC.
  + Administration Department works under my supervision.

1. **HR BUSINESS PARTNER- Recruitment & Employee Relations**

## Road Safety Business (Deal with NHAI) AUG 2013 – DEC 2015 Reporting to:

* + **Chairperson**
  + **Dealing with Project Vice president and Project director**

As HR Business Partner, my major responsibilities were:

* + To ensure high quality (HR) procedures were in place, which is in line with India legislative and policy governing recruitment and selection.
  + To create HR tools including job descriptions, competency profiles, and Performance Management system.
  + Collecting and analyzing various recruitment & budgetary data; preparing scheduled and special reports pertaining to budget & recruitment schemes.
  + Maintaining various administration program & recruitment project records and statistical information relating to the same.
  + To develop and implement contemporary recruitment methods, that would attract top quality candidates along with Balanced Scorecards, KPI’s appropriate to company benchmark needs.
  + HR Business Partner I have to arrange team for different sites and also meet to the site in- charge or Project Management for giving necessities to employees at site also handling ESIC of each employee who is working at site.

## Additional Tasks:

* + Recruitment duties including liaising with recruitment agencies/ local newspaper establishments in placing job adverts were mandate;
  + Conduct presentations on Knowledge Mgmt Systems, BSC, KPI’s etc.
  + Conducting Job Description Interviews and preparing Job Descriptions in liaison with Line Managers & Vice Presidents of Departments/ Divisions
  + Worked closely with department managers to assess temporary (buffer) man-power needs and providing the management with the same;
  + Traveled in different state of India for NHAI Projects.
  + Prepared budgetary reports for new Man-Power Requirements (MPR)
  + Added value to recruiting processes and cutting down on cost involved.

1. **HR AND ADMIN HEAD JAN 2013- JULY 2013 SLVK GROUP OF COMPANIES**

**Reporting directly to the Executive Director**, my major responsibilities were:

* + Be the first point of contact for all HR-related queries
  + Administer HR-related documentation, such as contracts of employment
  + Ensure the relevant HR database is up to date, accurate and complies with legislation
  + Assist in the recruitment process
  + Liaise with recruitment agencies
  + Set up interviews and issue relevant correspondence

1. **RECRUITMENT OFFICER JUNE 2012 – DEC 2012 BR CONSULTANCY**

## Reporting to:

* + **Sr. HR Recruiter**
  + I held a job profile of Recruitment officer wherein consulting with clients about their HR requirements, providing feasible alternatives, arranging contract and payment details with them, sourcing relevant CV’s for positions, screening them, interviewing candidates and achieving a monthly set revenue target were few of my main responsibilities.
  + Formulating Job Descriptions for various positions and conducting Wage & Compensation Surveys for company.
  + Implemented Headhunting strategy, through research and development, in order

to increase candidates’ database.

* + Re-marketing dead/ in-active clients, negotiating feasible solutions with terms and conditions.

# PROFESSIONAL SKILLS

* + Designing Competency / Skill Matrices, Procedure Manuals related to the same- Expert
  + Job Description Interviews, Job Analysis & Evaluation- Expert
  + Manpower Planning, Recruitment & Selection- Expert
  + Grading & Compensation Structures- Intermediate
  + Career Ladder Development- Intermediate

# COMPUTER LITERACY/ TECHNICAL EXPERTISE

* + MS Word, Excel, and all other MS Office Suite Applications
  + SAP FICO Knowledge

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