CURRICULUM VITAE

NIKITA

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CAREER OBJECTIVE:

To build successful career in the field of HR Executive, to constantly strive forward for professional excellence by contributing my skills, abilities and experience in the field (2+ Years) towards achievement of both organizational objectives and personal career goal.

SKILLS:

* Reliable team player with active listening & communication skills.
* Good analytical and logical skills with positive attitude.
* Multitasking, Ethical & Creative Thinking, Quick Learner & Self-Motivated.

EDUCATIONAL QUALIFICATIONS:

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| --- | --- | --- | --- |
| Examination | Institute / University | Year of Passing | Percentage |
| MBA (HR) | Deogiri Institute of Engineering and Management Studies, Aurangabad | 2015 | 70.00% |
| BCA | Deogiri Institute of Engineering and Management Studies, Aurangabad | 2013 | 68.90% |
| HSC | Vivekanand College, Aurangabad | 2010 | 64.33% |
| SSC | Shishuvihar High School, Aurangabad | 2008 | 70.61% |

PERSONAL INFORMATION:

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| --- | --- |
| Date of Birth | : 11th November 1992 |
| Marital Status | : Single |
| Nationality | : Indian |
| Place | : Pune, Maharashtra |
| Languages Known | : English, Hindi, Marathi |

EMPLOYEMENT HISTORY:

* Currently Employed as a HR Assistant – Executive with **daVITza India Private Limited (MNC)** (Maharashtra, India) from January 2017 to Present.
* Employed as Process Executive (Operations) with **Infosys BPO Limited** (Maharashtra, India) from August 2015 to December 2016.

PROFESSIONAL EXPERIENCE:

* **At daVITza India Private Limited (MNC) (India)**

daVITza India Private Limited is defining the term Revenue Analytics for the industry. It means a decision support system based on a solid data foundation that helps finance and contracting leaders predict revenue and effectiveness of pricing Incentives. daVIZta has offices both in the US and India.

**Human Resource & Other Activities:**

* Create and maintain the Employee records – for all existing employees and new joiners.
* Attendance, Leave Records and coordinate with the HR Portal representative to upload the policy documents etc.
* Support the new recruitment process of hiring and interviews – Preparation of JDs, searching suitable candidates by job posting, searching on job portals and doing the initial interview round with each candidate and then scheduling the interview.
* Coordinating and Implementing the Joining and Exit process.
* Provide Training and Induction to all new joiners and explain the policies to them.
* Develop documents required for Policies, Process for India and US employees.
* Manage the appraisal process and documentation for all employees.
* Manage all Training related activities – organizing, feedback, maintaining attendance records and sharing the required information.
* Organize monthly celebrations, festivals and other events to enhance the interaction of all the team members.

**Other Exposures:**

* Travel desk support for India team travels – Visa, Ticketing and Travel bookings.
* US visitors – Hotel and Cab bookings, follow up for the confirmation and payments.
* Co-ordinate to get the maintenance work for office equipments – Purchases and Repairs.
* Maintain the inventory of all IT and other assets of the company.
* Get vendors for any new purchases, maintain accounts with existing vendors
* **At Infosys BPO Limited (India)**

Infosys BPO Limited is an end-to-end outsourcing services provider which addresses the business challenges and unlocks business value by applying proven process methodologies with integrated IT and business process outsourcing solutions.

**Responsibilities:**

* Maintaining HR records
* Scheduling Training new or existing employees
* Communicating and explaining the organization's HR policies to the employees
* Conducting various welfare activities
* Community initiatives programs - organizing and participation
* Regular updating of communication channels
* Conducting employee orientation and facilitating newcomers joining formalities
* Escalating to the right level depending on the nature of the grievance or issues
* Preparing letters such as offer and confirmation
* Implementing and administering performance management processes as per the PMS policy and timelines
* Engaging with employees on a regular basis to understand the motivation levels of people in the organization.

SYSTEM PROFICIENCY:

* M.S. Office Package and Intranet
* HR Software: JIRA, PANORAMA, Time Attendance, Office Timer and Pay Square.