**NISHANT**

* Bur Dubai, Dubai, UAE • C/o 971504753686 • [nishant.376740@2freemail.com](mailto:nishant.376740@2freemail.com)

**PROFESSIONAL SUMMARY**

* HR Executive with 2.5 years in recruiting, interviewing & training. Highly responsible, organized and self-motivated.
* Human Resources Associate with comprehensive background in employee relations, recruiting,  
  compensation and benefits.
* HR Executive with expertise in performance management, Employee engagement. Strategic planner with strong communication skills and attention to detail.
* HR executive adept at building consensus amongst staff and creating an involved workforce. Fosters an environment of teamwork and continued growth and development across all functions.

**EXPERIENCE**

**HR Executive**  
**Abhyudaya Multimedia - Indore, Madhya Pradesh 07/2013 - 06/2015**

* Recruitments (Resume generation, screening & short listing), Preparation of the payroll, Contributions in employee engagement activities, Client lead generation with the marketing team and other administrative responsibilities.
* Served as company representative at Trade Expo 2014 to promote company objectives.
* Resolved employment-related disputes through proactive communication.
* Organized and led a staff orientation and training to promote collaboration.
* Administered compensation, benefits and performance management systems and recreation programs.
* Coordinated work activities of subordinates and staff relating to employment, compensation, labor relations and employee relations.

**Internship  
Rama Phosphates Ltd - Indore, Madhya Pradesh 05/2016 - 06/2016**

* Coordinated domestic and international travel arrangements, including booking airfare, hotel and  
  transportation.
* Screened applicant resumes and coordinated both phone and in-person interviews.
* Drafted biweekly time sheets for executives and employees.
* Organized all new hire, security and temporary paperwork.
* Assisted with event planning, including associated travel and logistical arrangements.
* Completed data entry, tracked resumes and maintained the applicant tracking system.
* Compiled company information and related material and distributed it to candidates.
* Assisted senior recruiting staff with career fairs and recruiting events.

**SKILLS**

* MS Office.
* Human resource laws knowledge.
* Excellent communication skills.
* Team building.
* Database management.
* Compensation and benefits.
* Flexible.
* Critical thinker.
* Excellent planner and coordinator.
* Professional phone etiquette.
* Union grievance resolution.
* Payroll administrator.
* Records maintenance.
* Languages- Hindi, English, Telugu, Oriya, Chhattisgarhi

**EDUCATION**

**MBA**: Masters in Human Resource Management  
**Gitam University** - Visakhapatnam, Andhra Pradesh 2017

**BBA**: Human Resources, Marketing, Accounts & Finance, Operations.  
**Devi Ahilya University** - Indore. 2013

**ADDITIONAL QUALIFICATIONS**

* Program in Information Technology Law, Data64 Techno Solutions, New Delhi.
* P.G Program in Cyber Laws, Asian School of Cyber Laws, Pune.
* Diploma in Cyber Law, Asian School of Cyber Laws, Pune and Government Law College, Mumbai.
* Workshop on Cyber Smart Businessman.
* Workshop on Applied encryption.

**ACADEMIC PROJECTS**

* Rama Phosphates LTD and L&T Case LTD.: major project on “employee engagement & retention level”.
* Rama Phosphates LTD.: 6 weeks summer internship project in “recruitment & selection” (9 May 2016 to 22 June 2016), Indore (India), 2016.
* Social project: - “education system in the government schools”. The project was to make an analysis of the knowledge, teaching and facilities being provided at the government schools.

**ACHIEVEMENTS**

* Participated in the Marketing Department (Sales team) for Enactus Youth Fest at Gitam University.
* Participated in the Marketing Department (Sales team) for Gitam Excellence Meet 2016 at Gitam University.
* Head of several events in the Operations Department for Gitam Excellence Meet 2016 at Gitam University.
* Participated as an HR Associate& Team Leader in Gitam Excellence Meet 2016 at Gitam University.
* Head of Human Resources Department, GITAM Institute of Management.
* Best manager cultural award, GITAM Excellence Meet, 2015.

**CERTIFICATIONS**

* Certified in Tally.ERP 9.
* Certified Ethical Hacker V8.
* C++.
* Networking+.