



+91 94294 55111

nikita231094@gmail.com

Ahmedabad, Gujarat, India

Core Skills

- Best Communication
- Good Teamwork Skills
- Sincere and Dedicated
- Quick Learner and Hard Worker
- Positive Attitude
- Time Management
- HR Management
- Recruitment and Selection
- Employee Data Management
- Administrative Expert
- Meeting Co-ordination

Interests

- Reading
- Good ears for good Music

Languages

- English
- Hindi
- Gujarati
- Sindhi

Nikita Hiranand Chugha

I want to put my abilities and learning skills to best use and make my effective contribution to an organization for a bright and rewarding career.

Service-oriented HR Professional with excellent academic performance in human resources and administration. Dedicated team player currently pursuing MBA in HRM to bring positive industry impact centered on organizational behavior and change management.

Proficient in scheduling interviews, posting job openings and performing various administrative tasks.

Experience

ARK InfoSoft

HR Executive (March 2023 to January 2024)

- Hiring of IT and Non-IT Candidates through different Job Portals
- Recruitment and Staffing processes including,
 - job postings on various platforms,
 - review resumes and applications to shortlist potential candidates,
 - coordinating and scheduling interviews, participate in the interview processes,
 - support the onboarding process for new hires
- Assist in maintaining employee records and databases
- Prepare HR-related documents such as offer letters, contracts, and policies.
- Support the implementation of HR policies and procedures
- Assist in payroll processing and verification.
- Help in resolving payroll-related inquiries
- Arranged Fun Activities to improve and increase Employee engagement

QeCAD Pvt. Ltd.

HR Executive (September 2022 to January 2023)

- Implemented performance review procedures that gained support and full compliance from employees
- Led and directed work of HR team members and handled hiring, training, professional growth of employees and termination
- Monitored company inventory to keep stock levels and databases updated
- Managed team of employees, overseeing hiring, training and professional growth of employees
- Increased Internal employee satisfaction by resolving issues
- Hiring of IT and Non-IT Candidates through different Job Portals

Eduprogress & Research Pvt. Ltd.
HR Assistant (Nov 2021 to May 2022)

- Managed employee requests regarding human resources issues, rules, and regulations
- Assisted accountants with payroll processes by providing reports on employee absences, holiday and bonuses
- Responded to department emails, promptly following up and forwarding requests to relevant employees
- Managed company's hiring processes, assisting in tasks such as selecting candidates and onboarding talent
- Maintained and updated personnel records such as performance evaluations, salaries and training
- Monitored office inventory supplies, promptly ordering new stock when required

SkyBay Shipping & Logistics Pvt. Ltd.
Documentation Executive (2014)

- Ensured document validation, maintaining accurate records.
- Performed various administration tasks, including processing invoices, managing new orders, and tracking inventory.

Education

Masters of Business Administration

Human Resource Management

Narsee Monjee Institute of Management Studies – Mumbai
2022 – Pursuing

Fashion Designing with Accessories

Amor Designing Institute - Ahmedabad
2017 - 2019

Bachelor of Business Administration

Finance

JG College of Business Administration - Ahmedabad
2013 - 2016

HSC

Hiramani School
2013

SSC

Sharda School
2010