# **Nikita Pritmani** HR Professional with more thaN 7 years of experience in Industries Like Water Treatment, Solar Power, IT and Telecom.

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**Work Experience**

**Hiringlink Solutions LLP Jun’2018 till Present  
Sr. HR Advisor (Role)**

**Job Responsibilities:**

* Handling HR Outsourcing services for SMEs
* Policy Set Up & Alignment
* Company & Employee Data Collection
* Client Set up on HRMS
* Handling Employee Life Cycle (Joining to exit formalities)
* Employee Record Management & Documentation
* All types of HR letter/Documentation support required by employees
* Employee Engagement Activities
* Managing Performance Appraisal process
* Handling general employee queries
* Managing standard HR reports and MIS.
* Monthly Payroll, TDS calculations and processing
* Coordinating with Labour Law Experts for required HR support for all Labour Compliance

**Synerzez Solutions Pvt. Ltd May’2015 to Jul’2016  
Senior Executive – HR**  
**Job Responsibilities:**  
Handling complete employee life cycle inclusive of:

* Talent Acquisition - Manpower planning, Profile Sourcing, Screening & Selecting, Interviewing & Onboarding
* Performance & Talent Management - Identifying key performance indicators using measures against Business & Org Goals, Coaching managers on effective performance management practices.
* Employee Engagement – Conducting & Felicitating Employee Engagement Activities as per plan.
* Talent Attrition & Retention – Exit Interviews, minimize the attrition rate & the decay rate & identify the triggers of attrition

**AVI Appliances Pvt Ltd. April’2014 to Feb’2015  
Senior Executive – HR**

**Job Responsibilities:**

* Handling all HR, Admin and Operational Activities
* Understand the Requirements of the Business and develop Employee Policies
* Handle Recruitment as per the Manpower requirements shared by the HODs.
* Ensure timely joining, and smooth onboarding of the new employees.
* Conduct induction program for the new employees.
* Handle queries of the employees related to the employee policies and procedures.
* Manage attendance and Payroll process.
* Conduct the exit formalities and exit interview.

**Doshion Veolia Water Solutions Pvt Ltd. Jul’2011 to Aug’2013  
Senior Executive – HR**

**Job Responsibilities:**

* Responsible for implementing HR strategies and initiatives aligned with overall business strategy.
* Analyzing and assessing manpower requirements to ensure continuity of operations.
* Ensuring smooth onboarding and effective gelling of new employees through regular meetings.
* Responsible for documenting joining and exit formalities
* Handling grievance management and related resolutions through one to one and small group meetings.
* Planning and executing employee engagement programs like monthly birthday celebrations, festival celebration and team gathering.
* Managing Rewards and Recognition for business unit.
* Identifying and addressing issues leading to employee attrition, retaining key contributors, critical role holders and top talent.
* Handling end to end departmental performance appraisals and performance review management.
* Identifying gaps in actual vs desired competency level and addressing the same through training and exposure plans.
* Executing organizational awareness programs like Code of conduct, conflict of interest.

**Academic Details**

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| **Degree** | **Institute/University** | **Passing Year** | **Grade/Perc.** |
| MBA (HR) | Gujarat Technological University | 2011 | 7.80 CPI |
| BBA | Gujarat University | 2009 | 76% |
| H.S.C | GHSEB | 2006 | 82.67% |
| S.S.C | GSEB | 2004 | 82% |

**Personal Profile:**

* Date of birth: 11th November,1988
* Location : Ahmedabad (Gujarat)