

Nisha Prasad

9904533725 / 9313060963

nishaprasad169@gmail.com

<https://www.linkedin.com/in/nisha-prasad-8594741b5>

Objective

I would like to work in esteemed organization where I can develop my knowledge that can utilize of the organization as well as mine. Additionally, I wish to make my career in HUMAN RESOURCE MANAGEMENT

Experience

- Ishitva Robotic Systems Pvt.Ltd., Ahmedabad** 19 December 2022 - 7 July 2023
Jr. HR Executive
Ishitva Robotic Systems Pvt. Ltd. is an automation company providing solutions for Waste Sorting.
My functions and responsibilities were:-
 - HR and Administration Work tasks (Billings, Other Expense)
 - Posting the job on portals
 - Recruiting and hiring Staff
 - Screening the CV, telephonic interviews scheduling the interview online mode/ offline mode
 - Respond to candidates inquiries, follow up calls where necessary
 - Maintain employee records
 - Preparing the offer letter/ documents/ certificates
 - Preparing Joining letter, Bonds, NDA, etc:-
 - Joining Formalities of new trainee
 - Responsible for Induction
 - Attendance and leave management
 - Coordinating with placement teams
 - Coordinator the process of salary with manger
 - Employee Engagement activities
- Atigo Electronic Pvt. Ltd., Ahemdabad** 5 June 2020 - 30 September 2021
Jr. HR Recruiter
Atigo Electronics Pvt.Ltd. is an majorly focused on innovation progressing from safety and security , cloud computing, mobile technology.
 - Learn how hiring
 - Recruitment and selection.
 - Scheduling the Interviews for candidates on venture and offline mode Interview and Aptitude test.
 - Screening the CV and telephonic interviews
 - Posting the Job on portals

Education

Course / Degree	School / University	Grade / Score	Year
Master Of Business Administration	LJ Institute of Management Studies	SPL 8.60	2021
Bachelor of Commerce	Bhakta Kavi Narsinh Mehta University, Junagadh	CGPA 7.0	2019
H.S.C.	Aditya Birla Higher Secondary School, Veraval, Gir Somnath	60 Percentage	2016
S.S.C.	Aditya Birla Higher Secondary School, Veraval, Gir Somnath	68 Percentage	2014

Skills

- Communication
- Leadership
- Recruitment
- Management
- On Boarding
- Team Work
- Learning
- Time Management
- Basic Computer Skills

Projects

- **Report Atigo Electronic Pvt. Ltd. (Summer Internship Project)**
On " A Study on Performance and Appraisal" (HRM) From Ahemdabad for 45 days
- **ACADEMIC Research Project Report**
On " Impact of consumer preference purchases of Detole's Sanitize after COVID-19. Since June 2020
- **ACADEMIC CP Project**
On Performance Management System, Since November 2019

Languages

- Hindi
- English
- Gujarati

Personal Details

- Marital Status : Unmarried
- Nationality : Indian

Declaration

- I hereby declare that the above information is true to the best of my knowledge and belief.