

# Nidhi Mishra

## Human Resource Coordinator / Specialist

Seeking opportunity to implement my skills, for growth of company and simultaneously learn from it, as well as continuously progress towards innovation, perfection and excellence. Seeking opportunity to implement my skills, for growth of company and simultaneously learn from it, as well as continuously progress towards innovation, perfection and excellence.



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📍 Ahmedabad, India

## WORK EXPERIENCE

### HR & Admin Coordinator

#### Sardar Vallabhbhai Patel International Airport

10/2021 - Present

Ahmedabad

##### Tasks

- Played a key role in the design/ launch/ maintenance of employee onboarding process featuring timed interviews with new hires and feedback to management team enhancing new employee experience impacting retention metrics.
- Participated in a continuous improvement process to understand business needs and shortcoming of the existing process.
- Created many of the company's employee policies/manual including training and development.
- Entered new hire information into System & generating offer letter and new hire packets.
- Worked with multiple departments and levels of the organization to solve problems and improve processes
- Generated and distribute various weekly, monthly and quarterly reports using the applicant tracking system, and excel as well as looking for errors in the data.
- Created and edited spreadsheets, presentations, and other documents for various departmental needs.
- Calculated bonuses and performance commissions for all hourly and salary employees each pay period, quarter, and year-end.
- Scheduled and confirmed appointments for clients, customers, or supervisors.
- Collected and deposited money into accounts, disbursed funds from cash accounts to pay bills or invoices, kept records of collections and disbursements, and ensured accounts were balanced.

### Quality Associate

#### Ascendum Kps Pvt Ltd

09/2018 - 09/2021

Ahmedabad

##### Tasks

- Review and verify borrower's income, credit reports ,employment histories ,property appraisals and title insurance etc. information to prepare loan applications for underwriting submittal.
- Input required data in loan portal desktop
- Communicate with Loan originator, Processors, Account executive etc.

## SKILLS

Human Resources

Microsoft Office

Administrative

Communication Skill

Management

Leadership

Team Management

## LANGUAGES

Hindi

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

Gujrati

Professional Working Proficiency

## WORK EXPERIENCE

### Radio Jockey

#### Radio Nazariya

04/2018 – 02/2020

#### Tasks

- Playing requested and hand-selected songs.
- Reading advertisements and weather forecasts verbatim.
- Incorporating pre-recorded advertisements organically.
- Researching popular discourses and news stories.
- Speaking to callers to unveil their insights into ongoing events.
- Delivering traffic reports, news segments, and interviews.
- Hosting live draws and competitions.
- Avoiding vulgar speech and discussions about taboo phenomena.

## EDUCATION

### **Bachelors in Business Administration**

Chimanbhai Patel Institute of Business Management

2017

Ahmedabad

### **Certification In Radio**

Radio Nazariya

2018

Ahmedabad

### **Master of Business Administration**

IIBM

2019

Delhi