**Nisha Pandya**

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Ambawadi Email: nishuki2610@gmail.com

Ahmedabad - 380015 DOB: 26/10/1984

**Human Resources Generalist**

**HR Executive**

A professional Experience of 3+ years teamed with MAN MANAGEMENT, and HR skills. Excellent communication skill; having experience of communicating with all sorts of people in the particular field; excellent in co-ordination between the management and employees; good grip on the Management of and proven to be the best at the man management level. Having a good seize on relationship management on both sided workforce. Demonstrated best productivity in the least available infrastructure, also made the organization grew in the same speed as the personal growth. Excellent in doing benefiting administration having experience in team work and team handling; having recruiting the best team town from the best in industry class employee gathered under one roof. Having handsome command on management, staff downsizing, employee training & organizational development; have a huge experience in the mass recruitment, niche recruitment, excellent in recruitment coordination and planning, strategic planning and behavioral interviewing.

Head Hunter Team Work Staff Recruiting

Benefits Administration Recruitment Coordinator Employee Training

Strategic Planning Staff Downsizing Events Behavioural Interviewing Organization Development

**Objective**

Proving to the best professional to work with in the field of HR. Becoming a brand name and

working with organization which is business oriented so that my business tactics can be

utilized in the right manner.

**Abilities**

* Excellent written and verbal communication skills, with an eye for detail.
* Extremely productive in a high volume, high stress, environment.
* Highly productive in the use of Office 2000 Professional.
* Self starter with a can do attitude.
* Good in Speech.

**Career Path**

* **From 2013 to 2014 2 years, i Worked with my uncle in his business, assist him to manage. due to my mother’s illness couldn’t work for full time job.**

**Venus Infrastructure & Developers Pvt. Ltd. {Since December 2014, Continue}** 

HR Executive

Recruitment & Selection:

• Sourcing candidates from databank and job portal

• Screening & matching the profiles with the requirement of the company.

• Sourcing candidates from reference of the field force working in the company.

• Handling recruitment for Corporate Office.

• Updating posting on internal portal as well as the web portals.

• Administrating the documentation of candidate before offering and authenticating the

Same.

Induction:

• Gave initial induction to the new employees in the Head office.

• Work on new development with induction process and cemented them to improve.

• Made the induction process easier to be executed by explaining and thoroughly

Justifying the needs to the senior employee working in the field.

Policies and Process:

• Help to Making of New Polices and process for the Employees of the company to achieve

Certain objective of the company.

• Introduced better selection process to the company

• Help to Making better policies and helping handling in correction for the Appointment letter

and other very important documents.

HR MIS –report:

• Making Weekly Monthly and Yearly HR MIS – resulting in to the details on Vacancy,

Attrition, Deviation, Status on the Attrition, Recruitment, confirmation and Vacancy

filling action.

• Comparison report highlighting the individual performance of HR people

• Making all over performance of the HR department comparing with expenses done by

the department.

Salary Generation & Appraisal Process:

* Work on Central ERP System, on payroll for salary generation & Statutory Compliance

Administration Department:

* Look after Admin Dept. Along with Reception & housekeeping Staff.

**Microlink Solutions Pvt. Ltd. {Apr. 10 to Oct. 2012 }** 

HR Executive



**One of the fastest growing groups of companies in the Hardware IT industry, ISO 9001: 2008 Certified Company specialized in networking** and **systems integration solutions**.

HR Executive

Recruitment & Selection:

• Sourcing candidates from databank and job portal

• Screening & matching the profiles with the requirement of the company.

• Sourcing candidates from reference of the field force working in the company.

• Handling recruitment for Northern zone and Corporate Office.

• Updating posting on internal portal as well as the web portals.

• Doing reference check for the candidates shortlisted for the different level profiles.

• Administrating the documentation of candidate before offering and authenticating the

Same.

Induction:

• Gave initial induction to the new employees in the Head office.

• Found loop holes in the current induction process and cemented them to improve.

• Made the induction process easier to be executed by explaining and thoroughly

Justifying the needs to the senior employee working in the field.

Training:

• Training identification for the Executives working in the field.

• Handling the whole training sessions

• Arranged all the travelling arrangements

• Made presentation on all the HR polices, hand holding exercise and motivation

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the department.

N**idhi Multispecialty Hospital {August 09 – March 10}** 

C.C.O.

Administration:

• Reporting to direct to the Director

• Marinating Docotor’s Data software

* Also dealing with the Medical Director of the Hospital

• was managing Hospital Administration

• Helping to organizes various event of doctor meet & other medical seminars at our hospital:

• taking care of hospital atmosphere & decorum of the Hospital environment.

• Provide guidance regarding doctors & hospital facilities to the patients as well other visitors

• Guide to other staff regarding various software used by hospital Management

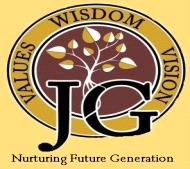
EDUCATION AND PROFESSIONAL AFFILIATIONS

**Kameshwar Higher Secondary School – 2002**



**BACHELORS OF Commerce – Accounts**

**GUJARAT UNIVERSITY Sahajanand Commerce College – 2005 Pass out.**



**Masters OF Commerce – Accounts**

**GUJARAT UNIVERSITY J.G. Asia College – 2009 Pass out**



**PGDHRM – Gujarat Low Society Ahmedabad – 2010 Batch**



**Diploma in Hospitality & Catering Management from Ahmedabad Management Association – 2011 Batch**