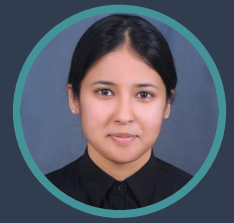


# Nikita Agrawal

## ASSISTANT HUMAN RESOURCES MANAGER & OFFICE ADMIN

An effective communicator, skilled in serving as a crucial link in developing the relations between the employee and organization to ensure a mutually beneficial and productive relationship. Seeking to play the essential role of a contributor in handling all employee related issues to ensure a cordial relationship within the organization.



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## WORK EXPERIENCE

### Assistant HR Manager & Office Admin Nestofix

05/2022 - Present

BHOPAL

#### Task

- Manpower planning as per company business need.
- Simplifying job description for candidate.
- Posting jobs on portals (like LinkedIn, Hirect, Facebook).
- Screening CV's and shortlisting candidates.
- Scheduling meeting/ interview (telephonic and face to face interview).
- Handling HR Administration which includes pre & post joining documentation, maintaining employee master sheet, drafting offer letter, appointment letter, processing Induction & Orientation.
- Handling Payroll Management.
- Handling HRMS Software and application among all employees.
- Ensures the timely completion of all tasks/assignments assigned to employees.
- Handling full and final settlement & exit Interviews of candidates leaving the organization

### HR EXECUTIVE & OFFICE ADMIN Nestofix

04/2022 - 05/2022

Bhopal

#### Tasks

- Posting jobs on portals.
- Screening CV's and shortlisting candidates
- Connecting candidate with managers for one to one meeting.
- HRMS software handling.

### HR Executive Nestofix

09/2021 - 03/2022

BHOPAL

#### Internship

#### Task

- Formulation of HR Policies and there implementation with team.
- Understanding the background of HR.
- HRMS Software handling

## EDUCATION

### Masters in Economics Indira Gandhi National Open University

2018 - 2020

Bhopal

### Bachelors in Commerce Sarojini Naidu Govt Girls PG Autonomous College

2014 - 2017

Bhopal

## SKILLS

Recruitment and Selection

HR strategy & Execution

Payroll Handling

Proficient with HRMS

Performance Management

Team Management

Communication Skills

Active Listening

Microsoft Excel

Microsoft Word

Microsoft PowerPoint

## ACHIEVEMENTS

### Employee Recognition

For driving HR process in the Organization

## CERTIFICATES

### SHRM- Society of Human Resources Management

PROTOUCH

### HRCI- Human Resources Certification Institute

PROTOUCH

### HRG- Human Resources Generalist

PROTOUCH

### YTP- Young Trainer Program

PROTOUCH

### POSH- Prevention of Sexual Harassement at workplace

PROTOUCH

## PROJECTS

HRMS (Employee Portal) (04/2022 - Present)

## LANGUAGES

ENGLISH

Full Professional Proficiency

HINDI

Full Professional Proficiency

## INTERESTS

Graphic Designing

Travelling

Sports