


# Nishant Joshi

Gurgaon 

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Human Resources Generalist with 3+ years of experience assisting with and fulfilling organization staffing needs and requirements. A proven track record of using excellent personal, communication and organization skills to lead hire to retire role and Employee life cycle. Team player with excellent communication skills, and Self driven work attitude.

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## Experience

2022 – PRESENT (VVDN TECHNOLOGIES PVT LTD)

**Human Resources Generalist + Business Partner Human Resource**

- **Hire to Retire:** Handling employee experience from day 1, Documentation, Induction, Concern handling, Handling Exit Interviews and Formalities.
- **Event Management:** Maintaining HR wellness activities as per the compliance needs, Handling Event for more than 1000+ people and building different strategies.
- **Employee Documentation:** Capturing right information and Updating profile, skills and other relevant data to maintain accurate information in database. Creating Reports as per the Business requirements.
- **Employee Happiness Index:** Designing Survey forms and developing connects.
- **Process Design and Initiative:** Enhancing and strengthen our new process and taking frequent initiative for the better employee experience.
- **Training and Development:** Designing content for training needs in soft skills and behavioral skills.
- **Stakeholder and BU Management:** Attendance, Grievance, Interviews, Resource Mapping, attrition, MIS report and resource optimization.

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## Skills

Problem Solver, Team Player, Communication skills, Proficient in MS office.

## Certification

HR Generalist and Human Resource Management course

## Education

### POST GRADUATION:

Pursuing MBA-HR (2023-2025, Uttaranchal University, Dehradun)

MSC Mathematics (2019-2021, SGRR PG College, Dehradun)

### GRADUATION:

BSC-PCM (2016-2019, SGRR PG College, Dehradun)