

# Nishi Kadecha

Pune, India | Mo: 9974284763 | [chhipaninishi@gmail.com](mailto:chhipaninishi@gmail.com) | <https://www.linkedin.com/in/nishi-kadecha-993479202/>

## EDUCATION

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### Gujarat Technological University

Master of Business Administration  
MBA in HR Specialization.

Gujarat  
June 2016 – May 2018

### Saurashtra University

Bachelor's in Business Administration

Gujarat  
May 2013 – March 2016

## WORK EXPERIENCE

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### Executive81 HR Solutions Pvt. Ltd.

Senior Human Resource Business Partner (Sr. HRBP)

Pune, Maharashtra  
July 2023 – Till Today

- Expertise in handling all aspects of the HR department for every organization like recruitment, Induction, Employee Life Cycle, Organisation Chart, Employee Connect Program, Payroll & Compliance, HR Documents, Grievance Handling, HRMS Software, Employee Engagement, Performance Management System, Exit formalities etc.
- Collaborate with top management across diverse industries to understand business strategies and align HR initiatives to achieve organizational goals.
- Serve as a key advisor, contributing to decision-making processes and providing insights on HR best practices.
- Drive initiatives for employee development, performance improvement, and succession planning. Provide coaching and training to managers on performance feedback and improvement strategies.
- Create efficient performance management procedures, including KRAs and KPIs for all departments, and set up an effective framework of appraisals.
- Ensure compliance with global and local employment laws, regulations, and industry-specific standards.

### Lyne Ventures Pvt. Ltd.

HR Executive

Gujarat  
September 2022 – May 2023

- Since the company was only getting started, Developed and Managed efficient HR procedures and policies.
- Developed and managed a payroll & compliance procedure includes statutory compliance.
- Create staff's Performance Evaluation Cycle and Process and provide appraisals based on those appraisal ratings.
- Develop and manage the HR department process based on the Factory Act, Statutory Compliances, the Minimum Wage Act, the EPF Act, and the Gratuity Act etc.
- Managed End to End recruitment process.
- Organize programs for employee engagement and provide support and motivation to employees.

### Hirpara Metal Products

HR Executive

Gujarat  
August 2018 – September 2020

- Managed the performance management process and appraisal of the employees.
- Managed the Payroll & Compliance Cycle.
- Managed End to End recruitment and induction process.
- Develop policies with the help of government rules and regulations.
- Employee Engagement like Birthdays, games, festival celebrations, etc.
- Dealing with dealers and creditors regarding products.

## SKILLS

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- Strategic Thinking
- Communication
- Relationship building
- Problem solving
- Analytical Skills
- Legal and Compliance Knowledge
- Technology Proficiency

## AWARDS & ACHIEVEMENTS

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- Team coordinator in MBA.
- Boost employee's productivity by 140% within a 2-month period.
- Invited to lead a 3-day client team outing. Responsible for coordinating employee logistics, planning the trip schedule, facilitating team-building activities, addressing grievances, and serving as a key liaison between management and employees.
- Invited by the client to celebrate their company's Foundation Day, where we developed and executed a comprehensive plan, including Delivering a presentation on HR policies, Leading employee engagement activities and Co-ordinating refreshments and other activities.