

Niddhi Suhaas

Human Resource Professional

A dedicated and motivated professional, pursuing PhD in learning and development with extensive experience in recruitment, direction and formulation of new HR policies. Skilled in various staff affairs such as hiring, appraisals, training, development with respect to the company's growth and goals.



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📍 Nashik

WORK EXPERIENCE

Human Resource Manager Consciousleap.ou

02/2023 - Present

Achievements/Tasks

- Developing and building the new HR policy for the company from scratch.
- Looking after the various NOC/employee related forms and drafting them. Formulating new employee code of conduct for the company.
- Setting up and developing a new employee recruitment life-cycle, along with leaves, salary calculation and other HR related activities.
- Looking after different training and development modules and conducting them successfully.

HR Executive APSC infotech and Software Solutions

01/2022 - 02/2023

Achievements/Tasks

- Recruitment, hiring and employee relations in departments.
- Identifying vacancies, posting jobs; screen, interview, and match applicant with open positions, background and reference checks, extend offerings and employee on-boarding.
- Involved in full cycle & end to end recruitment. Sourcing CVs from various channels such as referencing, company's own database, Job Portals i.e. Monster, Naukri, and networking tools such as LinkedIn.
- Providing leadership, management, coaching, monitoring and direction to the employees. Performed and trained over 30+ employee meetings.

HR Administrator Adarsh Education trust

02/2020 - 12/2021

Achievements/Tasks

- Responsible for mentoring new team members in the recruitment process and various active requirements.
- Assist the accounts department for making the salaries of employees.
- Looking after the training and on-boarding of the new employees.
- Maintain the existing employees record and take the feedback from them.
- Joining, exit formalities as well as looking after entire employee life cycle with the company.

SKILLS

Training and development

Employee Engagement

Performance management

Staff management

Sourcing and On-boarding

New Employee Orientation

Record Keeping

EDUCATION

Doctorate of philosophy in Learning and Development
(2022 - Present)

Masters in Management Studies (Human Resources)
(07/2018 - 07/2020)

Post Graduate Diploma in Media and Advertising
(07/2018 - 07/2020)

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Marathi

Full Professional Proficiency

Malayalam

Full Professional Proficiency

INTERESTS

Reading blogs related to spirituality

Listening music

Public speaking

Cooking

Traveling