

NISHA PAREEK

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Jaipur , India 302020

SUMMARY

Versatile Human Resources Specialist offers recruitment, policy development and office management expertise paired with outstanding multitasking and communication abilities. Goal-oriented professional with 3 years of comprehensive experience retaining employee relations. Commended for superior performance and consistently going above and beyond to exceed goals.

SKILLS

- Good Communication skills.
- IT Recruitment.
- End to End Recruitment.
- Offer Negotiations.
- New Hire Orientation.
- Pre-Employment Screening.
- Organizational Development.
- Training and Mentoring.
- Payroll and Benefits Administration.
- Employee Relations.
- HR Policy/Procedure Development.
- Policies Implementation.
- Employee Retention.
- Recruiting.
- Benefits Administration.
- Employee Onboarding.
- Event Planning.
- Employee Engagement.
- Candidate Sourcing.
- HR Information Systems.
- Talent Acquisition.
- Vendor Relations.
- Candidate pipeline management.

EXPERIENCE

04/2022 - Current

HR Specialist , Competenza Innovare Pvt Ltd, Jaipur, Rajasthan

- Coordinate with hiring managers to identify staffing needs .
- Determine selection criteria.
- Sourcing resumes mainly through Job Portals like naukri.com, indeed, or some social media platform linkedIn and so on
- Reviewed job descriptions, identified necessary changes and updated accordingly.
- Sourced and screened candidates for IT or non IT profiles and worked with hiring managers to coordinate interviews, offers, and onboarding.
- Plan interview and selection procedures, including screening calls,assessments and in-person interviews.
- Creating job descriptions for various roles and advertising them on various platforms.
- Managing HR activities like meetings, interviews, and other schedules.
- Assisting the recruitment process by reviewing CVs and shortlisting candidates
- Managing and handling the orientation of new employees.
- Handling end-to-end recruitment process including recruitment, onboarding, induction.
- Handling day-to-day hr responsibilities like employee engagement, grievances management, FNF settlement, etc.

04/2021 - 07/2021

HR Manager, Health Reactive, Jaipur, Rajasthan

- Recruit and hire new employees
- Manage training and development initiatives
- Keep track of employee performance
- Manage and improve communication
- Manage organizational and company culture.
- Create a safe and inclusive work environment
- Handle conflicts, disciplinary actions, and terminations
- Salary Management
- Attendance & leave management
- Carrying out necessary administrative duties
- Maintain employee records.
- Developed and implemented HR strategies to improve employee engagement and retention.
- Motivated employees through special events, incentive programs, and constructive feedback
- Screened, interviewed and hired candidates to facilitate smooth recruitment procedures.

08/2017 - 11/2018

HR Executive, Skylite Eduzone Pvt Ltd, Jaipur, Rajasthan

- Understand client's requirement and Job description.
- If JD is not available, developing it based on Client's requirements.
- Screening candidates as per available Job description.
- Sourcing resumes mainly through Job Portals, Naukri.com ,shortlisting candidates,scheduling Interviews.
- Encouraging the employees to provide reference for better prospects.
- Arranging for technical interview and coordinating with the concerned person.
- Sourcing resumes through references Taking Feedbacks after the interview from candidates as well as client.
- Followups with the candidates.
- Client coordination and Relation Build Coordinating with the Clients in scheduling the interviews for the shortlisted candidates
- Maintain relation with HR.
- Taking care of Terms and conditions.
- Timely collection of feedback on submittals/interviews from the clients.
- Daily follow-ups with candidates.
- Maintain data for companies.
- Monitoring staff performance , attendance & leaves.
- Maintain culture.
- Recruiting, training and developing staff.
- Office administration.

EDUCATION AND TRAINING

05/2017

**Master Of Business Administration, HR &Marketing
Amity University, Jaipur, Rajasthan**

05/2015

B.COM
University of Rajasthan, Jaipur, Rajasthan

ADDITIONAL INFORMATION

- Hidden Champ Award ,2023

LANGUAGES

English:  C1
Advanced

Hindi:  C2
Proficient