



nivrity Vaish

hr executive

AS An HR executive **directs and manages a company's HR department**. These professionals lead the company workforce and ensure the organization runs smoothly. HR executives train and recruit employees, ensure compliance with company policies, solve problems, and monitor programs within the organization.

✉ nivrityvaish@gmail.com

📍 delhi, india

📘 facebook.com/nivrityvaish

📞 8376026168

🌐 linkedin.com/in/nivrity vaish

📷 instagram.com/nivrityvaish

WORK EXPERIENCE

HR RECRUITER

HARPREET INTERNATIONAL

01/2020 - 12/2020

DELHI

Achievements/Tasks

- Craft recruiting emails to attract passive candidates
- Screen incoming resumes and application forms Interview candidates (via phone, video and in-perso
- Interview candidates (via phone, video, and in-person
- Send job offer emails and answer queries about compensation and benefits
- Provide shortlists of qualified candidates to hiring managers

hr executive

anri solutions

03/2021 - 12/2022

delhi

Achievements/Tasks

- Measure employee retention and turnover rates
- Oversee daily operations of the HR department
- Develop fair HR policies and ensure employees understand and comply with them
- Implement effective sourcing, screening and interviewing techniques

EDUCATION

MBA in human resource

Jaipur international university

04/2017 - 12/2019

jaipur

Courses

- mba

b.com

Delhi unversity

04/2014 - 03/2017

Delhi

Courses

- commerce

SKILLS

Organizing employee benefits

Managing employee records

Progress report planning

Creating a supportive climate

Demonstrating good listening skills

PERSONAL PROJECTS

Workplace operations management
(04/2020 - 05/2020)

Executing team bonding events (08/2021 - 09/2021)

Intern recruitment programs (12/2022 - 12/2022)

ACHIEVEMENTS

taken part in Sanskrit oy limpud

house captain of the school

done various types of professional courses to enhance my course knowledge

taken the certification in self defense training

LANGUAGES

english

Full Professional Proficiency

hindi

Full Professional Proficiency

punbabi

Limited Working Proficiency

INTERESTS

Watching Broadway Musicals.

Listening to Korean music

Learning languages

hiking