



# Nidhi Mishra Choudhary

HR Officer

## PROFILE

Dedicated HR professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

## CAREER

2015 - Present

### HR Officer - Prakash Asphaltings & Toll Highways (India) Ltd

Responsible for providing overall HR support so that the company maximises its employee productivity and well-being. Providing clerical and administrative support to both junior & senior staff members of the Human Resources department.

Collecting, sorting and distributing any incoming job applications. Maintaining employee personnel files. Monitoring the work of recruitment agencies. Writing up job descriptions. Coordinating activities between HR teams.

Directed on boarding and training for new employees each year, keeping company operations smooth and efficient with skilled candidates.

Developing employment related records. Coordinating holiday and sick pay. Making decisions in the absence of senior HR executives. Updating the HR diary and calendar.

Dealing with employee complaints and grievances. Directing and implementing company-wide training programs.

Contributed to annual performance appraisals by working with supervisors to achieve consistency and compliance with established procedures.

## SKILLS

Always looking for ways to improve and reinvent the recruitment process.

Analysing a company's manpower requirements.

## ACADEMIC

2020

### MBA: HR & Marketing

Devi Ahilya Vishwavidhyalaya - Indore

2018

### B.Com

Devi Ahilya Vishwavidhyalaya - Indore

2013

### Intermediate

MP Board

2010

### High School

MP Board

## CONTACT

### Address

Plot No 8, Girnar City, Sutarkhedi,  
Mhow, MP - 453441

### Phone

+91 9691960741

### Email

nidhimishra507@gmail.com

### Linkedin

[www.linkedin.com/in/nidhi-mishra-123196226](https://www.linkedin.com/in/nidhi-mishra-123196226)

## PROFESSIONAL

Processing payroll from start to finish.

Ability to interact with employees at all levels.

Excellent interpersonal and written communication skills.

Ensuring legal compliance in all HR functions.

Seeing tasks through to completion

Can thrive in a continually changing environment.

Able to work under pressure and to aggressive deadlines.