

NIKITA VERMA

Human Resource Executive at Nuvedya | MBA 2019-21

@ nikitaverma25april@gmail.com +91-9981760997 Indore, Madhya Pradesh

EXPERIENCE

Human Resource Executive at Nuvedya Pvt Ltd

 Nuvedya Pvt Ltd  March 2023 – August 2023

Roles and Responsibilities

- Supported employee engagement initiatives, including employee recognition programs, team building activities, and **employee satisfaction through this increase retention by 30 %**.
- Assisted in performance management processes, including goal setting, performance evaluations, and development plans.
- Negotiated job offers and coordinated onboarding processes, resulting in a **95% offer acceptance rate, reducing time-to-hire by 15%, and improving candidate quality by 10%**.
- Utilized HR analytics and **reporting tools** to gather and analyze HR data, providing insights and recommendations to improve HR programs and initiatives.
- Managed employee relations issues, **including conducting investigations, addressing grievances**, and promoting a positive work environment.
- Collaborated with hiring managers to streamline the interview process** and participate in recruitment and selection processes.
- Preparation of full and final settlement, generation of salary slips, Experience Letters , Relieving Letters..**

Human Resource Executive

Distinct Horizon

 July 2021 – Dec 2022  Lucknow, Uttar Pradesh

Distinct Horizon Pvt Ltd

- Employee Lifecycle Management:** Maintained accurate and up-to-date employee records, including personal information, employment contracts.
- HR Reporting and Analytics:** **Generated regular HR reports and analysis**, such as headcount reports, turnover rates, and recruitment metrics.
- HR Compliance and Policies:** Stay updated with **relevant employment laws and regulations** to ensure HR policies and practices are compliant.
- Created recruitment process workflow, including job posting, candidate screening, scheduling interviews, and conducting background checks.**
- Used HRIS tools** to streamline and automate company wide HR processes, enhancing efficiency and accuracy.
- Coordinated and conduct new employee onboarding activities**, including orientation sessions, paperwork completion, and employee record creation.
- Successfully organized and executed campus hiring drive**, sourcing top talent and facilitating seamless recruitment for the organization.
- Analysed HR data to identify trends and insights** to support strategic decision-making.
- Prepared Final settlements, salary, manage leave and all employee benefits.**

EDUCATION

Master in Business Administration

Devi Ahilya Vishwavidyalaya

 June -2021  Indore

Human Resource & IT

Bachelor of Science

Devi Ahilya Vishwavidyalaya

 June -2018  Indore

Biotechnology

EXCELLENCE SPHERE

- HRMS Tools ,Agile
- HR analytics ,Employee Engagement
- Benefits Administration ,Scheduling
- Talent Acquisition , Recruitment
- Employee Onboarding ,Employee Relations
- HR Data Management, HR Reporting
- Employee Engagement , Payroll,Compensation
- Recruitment , Performance Management
- Offer & Salary discussion
- Exit Formalities , HR Operations,Zoho People
- Performance Management ,Compliance's
- MS Excel ,MS Office,Data Analysis

LINKS & INTERNSHIP

- Linkdln: **NikitaVerma**
- Completed a 3-month HR internship at Distinct Horizon. (Mar 2021-May 2021)

CERTIFICATIONS

Pursuing course on Human Resource Development from IIT Kharagpur.

Human Resources Analytics from University of California (Coursera).

Ultimate HR Generalist and Human Resource Management Course from Udemy.

ACHIEVEMENTS

- Successfully managed campus drive for more than 50 candidates in a day.