

Nishita Mishra

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PERSONAL STATMENT

An analytically minded professional who has 5 years of experience in HR domain. Nishita has an aptitude for generalist/ recruitment work, and boasts a long track record of delivering effective results, and meeting tight deadlines. She can not only work successfully in a demanding environment, but also meet the changing demands of any job. She has a natural interest in the way people work, and herself possesses a superb work performance record. She is a self-directed individual who has a vast array of valuable transferable skills that will be immediately beneficial to any employer. Right now she is looking for a suitable position with an exciting company that has a busy and demanding HR department.

AREAS OF EXPERTISE

HR SKILLS

- Prioritising workloads to meet changing and conflicting demands.
- Keeping up with high volumes of work.
- Identifying ways to improve HR processes and procedures.
- Auditing personnel records to ensure completeness and accuracy of information.
- Writing up the terms and conditions of employment.
- Promoting a health & safety culture within a company.
- Ensuring that all confidential information is kept safe and secure.
- Preparing disciplinary and grievance material.
- Advising members of staff on their leave entitlements.

PERSONAL

- Having an enthusiastic approach to completing tasks.
- Treating all enquiries from employees in a polite, friendly and welcoming manner.
- Able to work in settings where a high degree of discretion is required.
- Ability to maintain composure and remain calm under pressure.
- Ability to work positively with others.
- Willingness to learn new skills.
- Logical, passionate and determined when approaching problems.

CAREER HISTORY

EXZEO SOFTWARE PVT. LTD. ROLE- SENIOR EXECUTIVE-HR

AUGUST 2014 – PRESENT

Duties

Employee Relations & Talent Engagement

- Identification of high performers and allocating them into good projects matching their aspirations and individual learning plans.
- Arranging one on one meeting with associates as part of HR connects to understand challenges being faced by team.
- Creating an ongoing awareness on importance of mentoring among associate.
- Establishing a fluidity plan to ensure long term business success.
- Facilitating various employee engagement activities like various sports activities Hackathon, Birthday celebrations, Town halls, Family Day etc.
- Conducting appraisal, policy, and fun at work sessions for employees on regular basis.
- Handling Grievances and counselling Employees.
- Planning and deploying the induction for all new joiners of the unit.
- Carrying out Retention Interview and Exit Formalities.

Recruitment, Resourcing & Development

- Planning human resource requirements in consultation with the project managers.
- Handling the end to end recruitment for the technologies like Java, Scala, .net, iPhone, Android developer, Project managers, GIS Team, System Engineer, Delivery manager etc.
- Hiring through Stackoverflow, GitHub, Meetup.com, Behance, Dribbble, LinkedIn.

Training & Development

- Requirement Gathering for training needs across units.
- Conducting programs to enhance efficiency in operations towards accomplishment of corporate objectives.
- Supporting Learning & Development team for identification of training needs, mapping of technical training and competency gap analysis.
- Conduct fishbowl training for various Hackathon.

SBETA TECHNOLOGY ROLE- HR EXECUTIVE

JAN 2013 - JULY 2014

VCORP VENTURES ROLE- HR EXECUTIVE

DEC 2011 - JAN 2013

ACADEMIC QUALIFICATIONS

Sikkim Manipal University	2008 - 2010	MBA-HR	74%
Sikkim Manipal University	2005 - 2008	BSc. (Biotechnology)	74%
BR. DAV Public School (CBSE)	2004 – 2005	HSC	72%
St. Paul's School (ICSE)	2002 – 2003	SSC	76%

Achievements

- Ranked 1st in seminar held at college level.
- Ranked 1st in reasoning & intelligence competition at school level.
- Got highest marks in Thapar University during project.
- Awarded as "Binding thread of vCorp Ventures".
- Participated in poster making in school & was applauded.
- Participated in hat speech competition & ranked first.
- Awarded as best behaved & most helpful for three consecutive years in higher secondary
- Received "Appreciation notes" from employees for being a Hardworking and Dedicated Resource Manager

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