

Nitisha Dora

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OBJECTIVE

Obtain a challenging position applying creative problem solving and fine management skills with a growing company to achieve optimum utilization of its resources and to continue my career with an organization that will enable me to use my strong organizational skills, educational background, and ability to work well with people to benefit mutual growth and success.

WORK EXPERIENCE

Company Name	Duration
HCL	1.5 months
Aon Hewitt	2 years 7 months June (2013) - Till date

PROFESSIONAL PROFILE & RESPONSIBILITIES

Current Role: Consulting Operations Analyst

- Result-oriented professional with diverse skills in human resources such as Compensation and Benefits. Remarkable success in compensation administration and advisement. Exceptional ability to work under pressure and on multiple projects simultaneously.
- Review benefits provided to employees within the organization. The incumbent is HR Reporting, Market Benefit Analysis, Project Management, Audit Processes, Process Improvement, and Strong Team Player.
- Ensure compensation and benefits standards, Analyze, review, recommend, and obtain approval for changes to compensation and benefits and participate in market and salary surveys.
- Extensive knowledge of market analysis, market segmentation techniques and developing marketing strategies.
- Analysis and structuring of policies for companies. Policies such as: Life, Hospitalization, Accidental Insurances, Car Benefit Policy and Overtime pay to name a few.
- Develop adhoc reports requested by the business community.
- Enhance technical skills and personal effectiveness through training, education and coaching for new joiners.
- Manage stakeholders including maintenance of plans and communication of updates to stakeholders and team members.

AWARDS AND Awarded **Best Performer of Month** award **7** times.

RECOGNITIONS

EDUCATION **2010-2013:** **BBA** from Jagannath International Management School
(Guru Gobind Singh Indraprastha University), New Delhi
Aggregate: 63%

2009-2010: Class XII (Humanities) - CBSE
Navy Children School, New Delhi.
Aggregate: 70%

2007-2008: Class X - CBSE
Navy Children School, New Delhi.

SKILLS

Problem solving & analytical skills.
Good written and verbal presentation skills.
Team leadership and coordination.
Comfortable working under strict timelines.
Able to handle multiple tasks/projects simultaneously.

PROJECT/ RESEARCH

- Conducted research to study the **Customer Satisfaction of Pizza Hut, India**. To understand the company's direct marketing strategy and functioning to achieve customer satisfaction carried out S.W.O.T analysis of their company.
- Major project on **Impact of Service Quality on Satisfaction of Online Shoppers** to examine consumers evaluate service quality in an environment radically different from the traditional retail stores and understand customer expectations.
- Summer Training Report on **HCL Info System** marketing strategy.

EXTRA

CURRICULAR

Executive Member of the Fun@Work committee at Aon Hewitt.
Part of event management team (Anchor Fest team)
as Annual Sports Meet coordinator
Member of college cultural society
Played zonal level basketball
Other Interests:

- Photography
- Dancing
- Music
- Sports