

Nishtha S Trivedi

MBA (HR) | Executive HR –Samsung India

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OBJECTIVE

Looking towards a challenging future in growth oriented, dynamic and ambitious organization & motivated to work in a competitive environment to broaden the perspective and gain a fulfilling experience. Willing to achieve a position which will utilize and strengthen the organization and motivational skills acquired in the study period.

AREA OF EXPERTISE

- Recruitment and Retention
- Payroll Accounting & Compensation Management.
- Statutory Compliance & Labor Laws
- Employee Relations & Engagement
- Corporate Communication
- Negotiation & Conciliation Skills

WORK EXPERIENCE

4 Years

Samsung India Executive HR (April 2016)

Recruitment & Selection	<ul style="list-style-type: none">• Recruitment for various departments & ensuring a smooth onboarding process.• Preparation of Job Descriptions for all the designations• Identifying low cost hiring, Short listing of candidates• Involved in compensation negotiations. Ensuring a robust manpower pipeline to take care of existing as well as expected vacancies
HR Policies & Procedures	<ul style="list-style-type: none">• Ensuring implementation of HR Policies from time to time.• Preparing budgets & Cost Sheets for Client Invoicing.• Assist in rolling-out and implementing HR policies• Coordinating monthly payroll functions for employees.
Joining Formalities & Induction	<ul style="list-style-type: none">• Workout of offers for the short listed candidates and issuing the appointment letters to the employees on the Date of joining• Ensuring timely completion of the documentation process.• Conduction HR Induction and orientation program• Facilitating new recruits in inducting them to their tasks
Performance Appraisal & Training Development	<ul style="list-style-type: none">• Evaluating performance appreciation and providing feedback to employees• Employee Engagement & Development Plans.• Involved in performance appraisals and confirmation process.• Providing product, process & soft skill training to the new / old employees
Statutory Compliance & Grievance Management	<ul style="list-style-type: none">• Calculation and Preparation of Salary Statement.• Fulfilling Labor Laws Audit requirements by maintaining employee database & ensuring labor compliance.• Preparation of PF & ESI Challan, Submission of PF & ESI returns• Handling employee grievances and taking proactive steps to ensure local level resolution of grievances.

Exit Formalities	<ul style="list-style-type: none"> Conducting the exit interviews Ensuring the relieving and experience letters to be given on the relieving date.
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Jones Lang LaSalle

Sr.Executive – HR & Admin (Mar 2013 to Feb 2015)

Job Responsibility	<ul style="list-style-type: none"> Recruitment for various departments & ensuring a smooth onboarding process Evaluating performance appreciation and providing feedback to employees Employee Engagement & Development Plans. Maintaining various HR MIS Accounting for various Staffing Service providers and authorizing payments. Ensuring implementation of HR Policies from time to time. Preparing budgets & Cost Sheets for Client Invoicing. Assist in rolling-out and implementing HR policies Coordinating monthly payroll functions for employees. Fulfilling Labor Laws Audit requirements by maintaining employee database & ensuring labor compliance. Preparation of PF & ESI Challan, Submission of PF & ESI returns Handling employee grievances and taking proactive steps to ensure local level resolution of grievances.
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Nandini Associates Pvt Ltd

Executive – HR (Dec 2009 to May 2011)

Job Responsibility	<ul style="list-style-type: none"> Managed financial departments with responsibility for Budgets, Payroll, Accounts Payable and Receivable. Explain Promotion & incentive criteria/structure to the sales team. Maintaining all records of sales flow on a daily basis. Coordinated monthly payroll functions for employees. Assessment for promotion & appraisal depending on parameters & designation of the employee. Training & Reporting of Office administration Staff and Business Associates.
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EDUCATION

Qualification	Institute / Organization	Board / University	Year
MBA (HR)	LDRP-Institute of Technology & Research	Gujarat Technological University	2013
B. Com	Navgujarat College of Commerce	Gujarat University	2008
XII	Kendriya Vidyalay Shahibaug	CBSE	2005
X	Kendriya Vidyalay Shahibaug	CBSE	2003

CONFERENCE & TRAINING

Corporate	<ul style="list-style-type: none"> Prepared my Grand Project on "A Study of Employee turnover in Indian Insurance Industry". Pursued Summer Internship in Industrial Relations Department in ONGC Ahmedabad. Attended Training on Finance & Investment (DHANRAKSHAK) by MONEY MAGNET Pvt Ltd.
Academic	<ul style="list-style-type: none"> Attended Training on Selling Skills by Aptech Learning Solutions. Conference on Center Placements by Aptech Learning Solutions.

EXTRA AND CO-CURRICULAR ACHIEVEMENTS / ACTIVITIES

Achievements	<ul style="list-style-type: none"> Won 1st prize at "THE UNSAILABLE" National level event held at SVIM Kadi. Won 1st prize in "CREST" at ChimanBhai Institute of Management in AD-MAD competition. Won 2nd prize in "IMPULSE" at KBIPER Gandhinagar in Advertising competition. Won prize at the Aptech Annual Fest for creating Website on Gujarat tourism using HTML, JAVASCRIPT Voted as School Vice Captain.
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COMPUTER PROFICIENCY

Database	SPSS, RDBMS , Ms Access.
Languages	C, C#.
Web Designing	HTML, DHTML
Financial A/c system	Tally Financial Accounting System (Course)

PERSONAL DETAILS

Date of birth	30th July 1988
E-mail	Nishtha.nice@gmail.com
Mobile	7227000129
Languages known:	English, Hindi & Gujarati
Address:	Naranpura, Ahmedabad.