

# Nisha Panchal



nishapanchal1998@gmail.com



9987527617



Pune, Maharashtra

## Professional Summary

A dynamic, results-oriented, and highly skilled HR Specialist with extensive experience in developing and executing employee engagement strategies, optimizing operational efficiency, and managing performance improvement programs. Adept at designing and delivering impactful training initiatives that foster a positive workplace culture and drive organizational success. Expertise in identifying and implementing strategic HR initiatives to enhance employee satisfaction, retention, and productivity, while ensuring alignment with company goals and values. Proven track record of cultivating strong relationships across all levels of an organization and delivering measurable results in a fast-paced, evolving environment.

## Professional Experience

**HR and Admin Executive, Oligarch Dacha Pvt. Ltd** 07/2023 – 09/2023 | Mumbai, India

- **Calendar Management:** Scheduled senior management meetings, enhancing time efficiency.
- **Reports & Presentations:** Delivered weekly and monthly reports with insights aiding executive decisions.
- **Office Administration:** Streamlined filing, data entry, and correspondence for accurate record-keeping.
- **Supplies & Equipment:** Managed inventory, achieving 10% cost savings, and maintained office facilities.
- **Employee Engagement:** Led onboarding and team-building initiatives, boosting satisfaction and retention by 25%.

**HR Operations cum Admin, KJ Consultancy** 02/2021 – 03/2022 | Mumbai, India

- **Job Postings & Screening:** Managed 50+ job postings across multiple hiring platforms, conducting 20+ candidate screenings, resulting in a 30% increase in qualified applicants.
- **Recruitment & Onboarding:** Successfully hired 20+ qualified candidates, optimizing the onboarding process with streamlined orientation, training, and documentation, reducing onboarding time by 25%.
- **Payroll & Benefits Administration:** Processed payroll for 20+ employees with 100% accuracy, ensuring timely compensation and benefits administration.
- **Performance Management:** Designed performance programs, providing regular feedback and coaching to 20+ employees, improving overall productivity by 15%.
- **Travel Coordination:** Organized travel logistics for X+ employees monthly, cutting travel expenses.

**HR Intern, Incredible Technologies Pvt. Ltd(CREDR)** 05/2019 – 08/2019 | Mumbai, India

- **Payroll & Compliance:** Managed payroll and compliance for 50+ employees, achieving 100% compliance and reducing processing time by 20%.
- **Talent Acquisition & Management:** Streamlined recruitment processes, filling 15+ positions efficiently, and implemented talent strategies that boosted retention by 10%.
- **Employee Documentation:** Created and maintained 50+ employment documents (contracts, offers, policies), ensuring accuracy and timely updates.
- **Personnel Records :** Organized and maintained personnel files.

## Education

**Bachelor's in Management Studies(BMS),  
Ramanand Arya D.A.V College**

2018 – 2020 | Mumbai, India

## Skills

- Book Reading
- Time Management
- Note-taking

## Languages

- English
- Hindi
- Gujarati

## Interests

- Organizational Development
- Workplace Diversity
- Employee Well-being Programs