

Nisha Panchal



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Pune, Maharashtra

Dynamic and results-oriented HR Specialist with extensive experience in employee engagement, operational efficiency, performance management, and training programs. Skilled in fostering positive workplace culture and driving strategic initiatives to enhance employee satisfaction and productivity.

Professional Experience

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

- Proficient in creating and managing job postings on various hiring websites, as well as conducting thorough screenings of potential candidates.
- Recruitment and Onboarding: Responsible for attracting and hiring qualified candidates to fill vacant positions. At the same time also oversee the onboarding process, which includes orientation, training, and paperwork completion.
- Payroll and Benefits Administration: Manage employee compensation and benefits, including payroll processing, time and attendance tracking, and managing employee benefits plans.
- Performance Management: To design and implement performance management programs that measure and evaluate employee performance, provide feedback and coaching, and identify opportunities for development.

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

- Successfully managed Payroll and Compliance, streamlined Talent Acquisition processes, and implemented effective Talent Management strategies to ensure organizational growth and success.
- Proficient in creating and updating various employee-related documents, such as employment contracts, offer letters, policies and procedures, performance reviews, and personnel records.
- Experienced in maintaining accurate and organized personnel files and ensuring compliance with relevant laws and regulations.

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
- Gujarathi

Interests

- Networking
- Continuous learning