

# Nishidha C Ail

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## Summary

Accomplished HR Recruiter & Executive with extensive experience in talent acquisition, employee engagement, and grievance resolution. Proven track record in recruitment and selection, interviewing, and onboarding processes. Adept at fostering positive work environments and enhancing employee satisfaction through effective training and development programs. Proficient in MS Word, MS Excel, Tally ERP 9, QuickBooks, Peachtree, with strong communication, interpersonal, problem-solving, and conflict resolution skills. Career goal to leverage HR expertise to drive organisational success and employee growth.

## Experience

### Amar Infraprojects

HR Recruiter Cum Executive, Mangaluru

12/2024 – 05/2025

- **Talent Acquisition** - Sourcing, screening, and recruiting qualified candidates to meet organisational needs.
- **Attendance Management** - Monitoring and managing employee attendance, work hours, and leave records.
- **Employee Engagement** – Designing and fostering a positive, motivating work culture to enhance employee satisfaction.
- **Grievance Resolution** - Addressing and resolving employee concerns to ensure a harmonious work environment.

### Emerge Business Group

HR Executive, Kasaragod

03/2024 - 11/2024

- **Recruitment & Selection** - Identifying and acquiring top talent to meet organisational requirements.
- **Interviewing** - Conducting thorough interviews to evaluate candidates' skills and cultural fit.
- **Employee Onboarding** – Facilitating smooth onboarding processes to help new hires integrate effectively.
- **Workplace Engagement** - Promoting a positive, collaborative and productive work environment.

### Comett Staffing Solution Pvt Ltd

Intern Recruiter

10/2023 - 02/2024

- **Job Posting** - Crafting and distributing job openings to attract qualified candidates.
- **Resume Screening** – Evaluating CVs to shortlist candidates based on qualifications, and experience.
- **Interview Coordination** - Organising and scheduling interviews to facilitate the recruitment process.
- **Salary Negotiation** - Managing discussions and finalising compensation packages with candidates.
- **Employee Onboarding** – Assisting new hires in smoothly integrating into the company.

### Justice KS Hegde Charitable Hospital Derlakatte

Internship, Mangaluru

08/2023 - 09/2023

- **Employee onboarding and offboarding** – Overseeing the onboarding process for new hires, and ensuring smooth exit procedures for departing employees.
- **HR Documentation** - Managing and maintaining accurate employee records, contracts, and other HR-related documentation.
- **Performance Appraisal** - Conducting performance evaluations and providing constructive feedback to support employee development and growth.

## **Skills**

MS Word, MS Excel, Tally ERP9, Quick Book, Peachtree, Accounting, Computer Knowledge and Skills, Communication skill, Interpersonal skill, Problem solving skill, Conflict Resolution.

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## **Education**

### **Masters of Social Work**

Mangalore University, Mangaluru - 2023

Completed Master of Social Work MSW with a specialization in Human Resource Management at Dr. P Dayananda Pai P. Sathish Pai Government First Grade College, Mangalore University 20212023. Conducted a project on "Awareness on Wage-Related Legislation: A Study with special reference to KMF Mangalore".

### **Bachelor of Arts**

Mangalore University, Mangaluru - 2019

Completed BA in Sociology at Dr. P Dayananda Pai P. Sathish Pai Government First Grade College, Mangalore University 2019.

Participated in a gender and legal awareness campaign, a youth and sustainable development conclave, and a personality development session.

### **Humanities**

Govt. Higher Secondary School, Kasaragod - 2016

In Arts with Sociology at Government Higher Secondary School, Bekur DHSE, Kerala, 2016. During this academic period, I actively participated in essay competitions, enhancing my analytical and writing skills.