



Nikhil Sharma

HR Executive

Seeking position as HR Executive to utilize my skills and abilities. ,my abilities alignment with goals and objectives of the company that offers professional growth in my career. Iam quick learner and an initiative taker.I am always follows a practical approach to solved the problem and rather than thinking in term of title.My approach is always to add more value to the organization as I believe that the growth of my company.



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C-263, BEGUM VIHAR
BEGUMPUR EXTN. Delhi-
110086, Delhi, India

PROFESSIONALS KILLS

Client coordination

Recruitment

Employee relations

Vendor coordination

Time management

LANGUAGES

Hindi , English

Full Professional Proficiency

PERSONAL SKILLS

Fast learner

Focused

Hard working

Forward thinking

EDUCATION

BBA

Maharshi Dayanand University

08/2016 - 08/2019

10+2

CBSE Board

WORK EXPERIENCE

HR Executive

Delhi/Niyokta HR solutions Pvt. Ltd.

08/2019 - 12/2020

HR Executive responsibilities include creating referral programs, updating HR policies and overseeing our hiring processes. To be successful in this role, you should have an extensive background in Human Resources departments. **Worked on both IT and Non IT Profile's Full fill the requirment by Campuses, vendor's, Social media, Institute Using free Portal Like, Indeed, kaam24, apna job's ,Job hai Recruiter, Updazz**

Achievements/Tasks

- Star of the month (August) award

ORGANIZATIONS

Niyokta HR solutions Pvt Ltd

CERTIFICATES

Star of the month

PERSONAL PROJECTS

Human resources

ACHIEVEMENTS

Identified a problem and solved it

Worked on special projects

Received awards