

# Nikita Kushwaha

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## *Career Objective:*

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Highly motivated Human Resource specialist seeking a position in a fast-paced organization where my expertise in talent acquisition and HR operations will be fully utilized.

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## *Academic Qualifications:*

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| Course                                       | University/Institute                       | Years                  |
|--|--|------------------------|
| Master of Business Administration (MBA) - HR | ICFAI University, Sikkim                   | 2018 – 2020 (pursuing) |
| Bachelor of Commerce – B. Com (H)            | Dayal Bagh Educational Institute           | 2013 – 2016            |
| Intermediate (XII)                           | Govt. Girls Senior Secondary School (CBSE) | 2013                   |
| Matriculate                                  | Govt. Girls Senior Secondary School (CBSE) | 2011                   |

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## *Work Experience:*

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|-------------------------|--------------|---------------------|
| Profuse HR Consultancy  | HR Recruiter | May 2018 – present  |
| Angel Group Consultancy | HR Recruiter | Jan 2018 – May 2018 |
| Orange Planet LLP       | HR Executive | Aug 2015 – Nov 2015 |

## **Responsibilities**

- Partnering with hiring managers, external clients like Company HRs to determine staffing needs
- Sourcing the candidate from the Portals (Naukri, Shine, Indeed and LinkedIn)
- Screening resumes
- Performing in-person and phone interviews with candidates
- Performing reference and background checks
- Coordinating interviews with the hiring managers
- Following up on the interview process status
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- Maintaining Data sheet of Callings, Shortlisted, Selected and Offer & Drop Candidates
- Completing timely reports on employment activity
- Conducting exit interviews on terminating employees

**Expertise** – IT and Non-IT recruitments (Pan India)

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***Computer Skills***

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MS Suite (MS Word, MS Excel & MS Power Point)

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***Personal Details:***

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|-------------------|---|
| Father's Name     | Mr. D. K. Kushwaha  |
| Permanent Address | F-10, Gali-3, Surya Vihar, East Sadatpur, Karawal Nagar, Delhi 110094 |
| Date of Birth     | 06-Jan-95   |
| Languages Known   | Hindi & English   |