

NANDINI

HR GENERALIST ASSISTANT



Phone

9873516922
7042142406

Email

nandiniagnihotri.14@gmail.com

Address

Patel Nagar

PROFILE

Supporting the development and implementation of HR initiatives and systems. Providing counseling on policies and procedures. Being actively involved in recruitment. Ability to work with team as well as individually.

EXPERIENCE

December 2020 - Present

HR Generalist Assistant

Chadha Industries Pvt LTD.

August 2016 - November 2020

HR Executive

Europa Digital LTD. (Awarded with Best Employee of the year, HR Rising star of the year, Best team of the year)

December 2015 - July 2016

Office Assistant cum Hr Co-ordinator

E - square alliance pvt. ltd. - Barakhambha Road.

REFERENCE

Senior Web Designer
Jyoti Phore
Insurejoy

Senior Accountant
Ashish Sehdev
Chadha Industries

EDUCATION

2019 - 2020

MWD - Masters in
Web Development
F-Tec

2020 - Pursuing

Masters in Political Hons.
Delhi University

2016 - 2018

Graduation in Political Hons.
Delhi University

12th CBSE 2015

10th CBSE 2013

LANGUAGE

- English
- Hindi
- Punjabi

SKILLS

- Recruitment & Manage
Joining & Exit formalities
- HR Operations and Employee
Engagements
- Grievance
- KRI & KPI Prepare
- HRMIS Maintenance