



Nitin Nikesh

Manager - HR

Corporate HR with a total experience of 11 years in Talent Acquisition, Training Module, Headhunting, Campus Hiring and Talent Pipeline Management in diverse organizations such as Information Technology, Agriculture, FMCG, Retail, Interior Designing, Construction, Edu-Tech and consultancy. Seeking to enhance my experience and substantial platform for the HR functions.



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Ambala (Near Chd.), India



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SKILLS

Recruitment



Learning & Development



HR Analytics



HRMS/SAP



Travel when not at work

Gardening

HR Process Designing



LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Punjabi

Professional Working Proficiency

INTERESTS

WORK EXPERIENCE

Manager-HR

Tiwana Oil Mills Pvt. Ltd.

10/2020 – till date

Agriculture & FMCG

Sirhind (Punjab)

Achievements/Tasks

- Responsible for overall recruitment cycle and coordination with the all plants recruitment team.
- Close the hiring positions within expected TAT through campus, consultants, employee referrals, portals and online platforms etc.
- Performed employee welfare activities (Employee Engagement) - (80% retention).
- Monitor employee progress by implementing performance sheets in the plant and sales department
- Monitor employee's needs in both technically and non-technically and arrange training sessions.
- Payroll management.
- Also responsible for NOC from government, grievances of employees, modifications for betterment in the HR policies.

Manager-HR

JDM Private Limited

11/2017 – 06/2020

Information Technology Organization

Chandigarh

Achievements/Tasks

- Performed employee welfare activities (Employee Engagement) - (75% retention).

Reading Motivational Books

Handling whole recruitment cycle for all levels and suggest best approaches as per need. Monitor employee progress by maintaining HR Metrics and HRIS, HR Policy. Payroll management Organize birthday parties, festival parties and employee's day, sports day, health checkup camps, safety day and informative sessions.

- on Organization *Achievements/Tasks*
- ▣ HR Team Handling of 7 employees [1 Recruiter and 1 HR Generalist, 1 from Front Desk Executive, 1 MIS Executive and 3 Administrations].
 - ▣ Successfully handled end-to-end recruitment by using portals, CV bank, internal references, recruitment vendors, News Papers advertisements in expeditious cases (>10-12 profiles in a month).
 - ▣ Employee Welfare in the organization (Employee Engagement Activities & Retention Policy).
 - ▣ New model for Performance Appraisal System; managed appraisal process across the levels and established a framework for substantiating performance appraisal system linked to reward management.
 - ▣ Grievance handling, Domestic inquiries, the welfare of employees, Statutory / Non-statutory compliance and various acts like: - E.P.F., E.S.I., L.W.F., CLRA Act etc.
 - ▣ Organize birthday parties, festival, sports day, health checkup, safety day and informative sessions.
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Manager-HR
SKV Private Limited

Gurugram

01/2016 – 09/2017

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- ▣ Driving the hiring team for Lateral levels for all types of IT & non-IT Recruitment.
- ▣ Conducting interviews in efficient manners at the middle and junior levels.
- ▣ Responsible for monthly MIS w.r.t targets, productivity and resource hiring.
- ▣ Conduct and arrange Training sessions - (4-6 training sessions annually).

CERTIFICATION

- ▣ Certification in PF, ESI and Employees Benefits (2016)
- ▣ Got certification in various topics through International Journals

BEYOND WORK & STUDY

- ▣ Received **Best HR Professional** award from Management for consistent performance.
- ▣ The Organizer of **Annual Day** in SKV
- ▣ The Organizer of **Techfest & Udaan placement program** in MIET
- ▣ The Organizer of **Techcraze** in SSIET
- ▣ Secured 1st position in state for physics (**98/100**) marks & received a certificate from the HBSE.
- ▣ Participate in inter-college I.E.T.E. Seminars.
- ▣ Successfully maintained 80-85% offer to Joinees ratio.
- ▣ More than 75% fulfillment of requirements through self-efforts.

ACADEMIC SNAPSHOT

Qualification	Year	Institute	Percentage
MBA - HR	2013	Maharishi Dayanand University	70 %
B.Tech (ECE)	2008	Punjab Technical University	79 % (Honors)
HSC (HBSE)	2004	D.A.V. Senior Secondary School	80 % (Merit)
SSC (HBSE)	2001	D.A.V. Senior Secondary School	76 % (Merit)

Personal Dossier

Date of Birth : 20th Oct 1987
Father's Name : Sh. Nikesh Mehta
Relocation : Definitely for right opportunity
Notice Period : 15 Days

The above statements are true to the best of my knowledge and belief.

Nitin Nikesh