

NISHI MISHRA

Mobile No. 8178281684

E-Mail Id: nm1032617@gmail.com

LinkedIn: <https://www.linkedin.com/in/nishi-mishra-bob42b174>

Twitter: Nishi41197768

HR-ASSISTANT

Summary

- Graduate with over 2.8years of experience in HR Domain – Sourcing to on boarding, HR Operations, Entry and Exit formalities, Performance Management, Employee Engagement, Welfare and General Administration including vendor & client relationship management.
- Presently associated with S Chand and Company Ltd. as Assistant HR.
- Certified HR Generalist from SLA consultant.
- Managing Payroll Software [Zing HR]
- Experience in manpower management, (IT and Non- IT recruitment) recruitment involving screening, shortlisting & interviewing.
- Ensuring compliance related every prospectus.
- Handling the structuring of salary of new joiners and restructuring at the time of change.
- Accuracy of employee master data.
- Knowledge of handling ESI and PF matters of employees.
- Adapt at people management, maintaining healthy employee relations, handling employee grievance thus creating a cordial and transparent environment.
- Skilful in implementing HR systems & policies, conducting training programs towards enhancing employee productivity and building committed teams.
- Possess strong communication and interpersonal skills. A dynamic go getter with ability to work under pressure and meet deadlines.

Area of Exposure

HR Policy Execution

Induction

Employee Relations / Welfare

Performance Management

Recruitment

Employee Engagement

Training & Development

Talent Development

PF/ESI

HR Administration

General Administration

HR & Admin Operations

Work Experience

Company: S Chand and Company Ltd

Duration: Jan-2020 – Till Date

Designation: Assistant HR

Responsibilities managing in S Chand and Company Ltd: -

Recruitment-

- Managing recruitment solely for all 13 branches of S Chand.
- Recruiting for all seniors and juniors' positions as well as IT and Non-IT positions.
- Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting and electing the resumes based on desired skills and experience.
- Experience in using Job portals like LinkedIn, Naukri, Shine, Indeed, Monster, Times Job etc.
- Responsible for understanding the manpower requisitions for departments and making plans to hire the right resources according to the requisition needs.
- Conducting telephone and Personal interviews in coordination with department heads.
- Salary discussions with the candidates and concern HOD's and structuring the salary structure.
- Selecting the right candidate for the right profile and taking the candidate on board after negotiations.
- Maintaining the recruitment tracker and calendar and updating it time to time and sharing it with the department heads.
- Maintaining employee personal files and records, communicating HR policies & across the organization at all levels.
- Employee ID Creation
- Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, warning letter, experience certificate, relieving letter, etc.
- Identification of training needs and nominating candidates for training.
- Scheduling and arranging training while coordinating with external trainers and training programs.
- Encouraging participation of employees in various organizational events
- Conducting employee engagement activities (Celebrations - Festivals, Birthday Parties, etc. and other company events).
- Ensures legal compliance by monitoring and implementing applicable human resource policy as per company rules.
- Involved in deciding the salary and grade fitment for the selected candidates subsequently will do the post offer follow-up till joining.
- Communicating with HOD regarding the probation clearances of the employees.
- Taking care of all entry and exit formalities.
- Communicating important notification within the department.

Induction, Introduction-

- Taking the Induction program and introducing the newbies to office culture and policies.
- Playing key role in branding internally and externally
- Created Employee Handbook, New Joiner Checklist & joining documents.

Administration-

- Sending birthday mails, thought of the Day and all festivals update on mail.
- Sharing holiday list, extension list and miscellaneous information to employees
- Managed Payroll software. (Zing HR)

Managed Telecom Department:

- Authorised signatory for all the telecom networks.
- Managed mobile department, ensuring budget control and cost savings.
- Engaged with mobile vendors (Vodafone\ Airtel\ Jio) on contracts, services, devices, billings etc.

- Participated in bill reviews with mobile vendors to gage data usage across multiple accounts minimize over ages.
- Coordinated vendor processes and methods to approve vendors.
- Utilized excel to build, manage and analyse reports.
- Supports escalation ticketing queue related to activation, deactivation, port and swap etc.
- Responsible for making invoices and coordinating with finance to process it.

Other Admin Responsibilities:

- Coordinating for obtaining and renewable of Shop and Establishment licences, GDA licences and trade licences with all BAI.
- Coordinating to keep track on all traffic challans of all vehicles within branch.
- Coordinating for connection and disconnection of broadband and landlines.
- Coordinating for all the formalities regarding purchase of new vehicles and related all compliances e.g. RC and Sales deed transfer.

COMPANY: RAJ ENTERPRISES

Duration: 20th June,2018 to 31st Oct,2019

Designation: HR Recruiter

- Sourcing candidates from various job portal – Naukri.com, Indeed.com, Monster.com, LinkedIn.
- Experienced in both IT and Non- IT recruitments.
- Communicating with hiring managers to understand hiring requirements.
- Create the brief for any job postings to be advertised or promoted.
- Preliminary screening / short listing the right qualitative profile against the given requirement.
- Schedule interviews to short listed candidates and coordinates with technical panel/HR for shortlists & feedback.
- Taking follow – up of candidates.
- Prepare a daily recruitment tracker and maintain a history of communication with all applicants.
- Ensuring to achieve the target of the month.

Education

Degree	Institute/Board/ University	Year
B. Com	Ramanujan College, Delhi University	2020
Class XII	Vinenagar Bengali Sr.Sec. School, CBSE Board	2017
Class X	St. Brijmohan Lal Sr. Sec. School. CBSE Board	2015

Personal Details

Mother's Name: Mrs. Usha Mishra
Father's Name: Mr. Ramesh Mishra
Address: J – 63, Saurabh Vihar, Badarpur, South Delhi, New Delhi - 110044