**Nikita Agarwal**

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**S.no. 7/2/1, Jai Malhar Nagar, Colony No-4, Thergaon Pune-411033.**

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***Career Objective:***

As an HR Professional, desire to excel in the gamut of HRM, making a value addition to self and the organization by developing the required skills and utilizing them to achieve the set goals.

***Total Industrial experience***: **5+ Years**

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| **Sr.no.** | **Company name** | **Duration** | **Position** |
| 1 | Universal Technology Solutions | Dec -2015 till date (2+ Years) | Senior HR Executive |
| 2 | Mindscripts Technologies | May 2012-Nov-15 (3.5Years) | HR Executive |

***Job Profile***

1. **Universal Technology Solutions –** 
   1. **Operations –** 
      1. To prepare and verify monthly payroll input & output.
      2. To prepare various monthly HR reports based on attrition analysis, unit headcount, organization structure, key issues etc.
      3. Monitoring attendance, employee movement, transfer, confirmation & separations.
      4. To maintain records and database related to salary increments, promotions, recruitments, employee joining & separations, mediclaims, HRMIS, employee SOP etc.
      5. To handle employee grievances.
   2. **Recruitment –** 
      1. Manpower Planning & developing recruitment plan.
      2. Sourcing, screening, conducting interviews, collecting feedback.
      3. Salary negotiation, Pre-hiring reference check, joining approvals, on boarding & induction.
   3. **Employee Engagement –** 
      1. Planning and execution of employee engagement activities. Actions on new plans and strategies for betterment of work culture and employee motivation.
      2. **CSR:** Responsible for defining, developing & implementing strategies and detailed plans for CSR objectives.
      3. **R & R:** Work collaboratively with the HR team for developing approaches for R&R across the company. Communicate and consult with frontline employees and HODs for input and feedback for team awards. Successful co-ordination & delivery of the Reward & Recognition awards ensuring all activities are aligned with the overall HR Strategy.
   4. **Performance Management System –** 
      1. Effectively driving the PMS exercise for all the employees. Monitoring and ensuring KRA Settings, mid-year & final reviews and appraisals are completed on time.
   5. **Employee Benefits –**
      1. **Medical Insurance, PF, ESIC & Maternity Benefits –** To guide employees about process & policies and to coordinate with respective TPA/consultants for claim settlements.
   6. **Audit & Compliance-** 
      1. To ensure completion of various auditing requirements within defined timelines & compliance with relevant statutes.
   7. **Training and Development –** 
      1. To plan and implement various in house training programs for employees.
2. **Mindscripts Technologies:**

Execute and Implement day to day HR activities right from joining till exit of an employee.

* 1. Joining & Induction: To conduct pre-joining protocols for respective branches to release the employee code, maintain & update personnel files, coordinate with Bank for Salary account opening, process ID Cards, Introduce new joinee to his respective team.
  2. To prepare & maintain accurate payroll database for respective branches.
  3. Leave management.
  4. Timely creation of Letters on request with approval viz. Offer letter, Appointment letter, confirmation letter, Relieving letter, experience certificate, Show Cause Notice, Termination Letter etc.
  5. Exit formalities and timely payment of F&F settlements.
  6. Timely resolution to the query of the employees pertaining to PF, ESIC, Medical Insurance, Gratuity etc. in coordination with the CHR team.
  7. Timely audit of HR compliance points and branch visits.

***Educational Qualification:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.no** | **Course** | **College/ university** | **Grade** | **Passing year** |
| 1 | MBA | MIT College of management, Pune | 78% (1st Semester) | Pursuing |
| 2 | BBA | Ness Wadia College of Commerce, Pune | 71% | 2012 |
| 3 | HSC | Maharashtra board | 60% | 2009 |
| 4 | SSC | Maharashtra board | 82% | 2007 |

***Projects:***

**1 Project Title:** Recruitment and selection (In SQTL, Seed InfoTech, CDAC Institutes).

***Description:***

1. **Pre recruitment activities-**

* Screening & lining up the candidates for interview by conducting tests.
* Interview coordination, documentation and MIS preparation.

1. **Post recruitment activities:**

* Joining formalities
* Personnel file creation & maintenance
* HRIS Preparation
* Worked on PF, Gratuity, Mediclaim, Reimbursement and Visiting Cards
* Attended sessions on Induction Programme, Employee Engagement and Exit interview processes.• Personnel file creation & maintenance

***Personal Details:***

**Husband’s Name:** Varun Agarwal

**Languages Known:** English, Hindi, and Marathi

***Declaration:***

I confirm that the information provided by me is true to the best of my knowledge and belief.

**Place \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_/\_\_\_/\_\_\_\_\_\_\_**