

NISHA BARNWAL

HR ASSISTANT

PHONE | (+91) 7250476026
EMAIL | nbarnwal2525@gmail.com
LOCATION | Jharkhand, INDIA
EXPERIENCE | 0 Year 6 Months

Key Skills

- Human Resource Management
- HR Generalist Activities
- HR Administration
- Recruitment Management
- Recruitment Consulting
- Employee Relations
- Employee Engagement
- HR Assistance
- Talent Acquisition
- HR Coordination
- Talent Sourcing
- Excel

Languages

- English
- Hindi

Profile Summary

Completed MBA in Human Resource and Marketing. Looking for opportunities in work from home Human Resource and marketing or sales domain to enhance my skills.

Work Experience

HR Assistant

Indiaone Air

09/2023 - 02/2024

Hiring, screening, shortlisting, interviewing, Joining formalities, exit formality, documentation, email drafting, salary making, payslip generation, exit formalities, Official letter drafting, policy making, data maintenance, etc.

Education

MBA/PGDM - HR/Industrial Relations

2023

Vinoba Bhave University (VBU)

Grade - 8/10

B.A - English

2020

Indira Gandhi National Open University (IGNOU)

Grade - 61%

12th

2017

Other , English

Grade - 70-74.9%

10th
2015

CBSE , English
Grade - 85-89.9%

Projects

Summer internship
61 Days

Project was done on the topic of Performance appraisal from CIL, Ranchi under the guidance of Ravi Kumar Sir-Senior Manager (P)/IR-L, CIL, Ranchi