

Nafisha Alam

Verification Specialist.

Experienced and self motivated professional with a passion for fostering positive workplace environments and driving organizational success, I am dedicated to driving efficiency, promoting diversity, and cultivating a culture of collaboration and excellence. Seeking to leverage my expertise where I can contribute to the company's growth while further developing my skills in a dynamic and supportive team environment.



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Cuttack, Odisha 753001, India

SKILLS

Employee Relations

HR Administration

Training and Development

HR Policies and Compliance

Communication Skills

Teamwork and Collaboration

Time Management and Prioritization:

Attention to Detail

LANGUAGES

English
Native or Bilingual Proficiency

Hindi
Native or Bilingual Proficiency

Urdu
Professional Working Proficiency

INTERESTS

Painting

Web Series

WORK EXPERIENCE

Verification Specialist CISIVE INDIA PVT LTD.

10/2021 - Present

Achievements/Tasks

- Serve as the primary point of contact for employee inquiries and concerns, providing timely and effective resolutions to maintain a positive work environment.
- Providing thorough and accurate investigation that our Clients can depend upon while taking Employment critical Decisions.
- Conduct background research of candidates.
- Quality check of candidate's background verification data collated by our teams, before submitting it to the client.
- collating information from various stake holders, filtering the data received as per the client requirements and processing it for further detailed analysis to our clients.
- Proficient in delivering process compliance by ensuring employment screening, education verification, professional reference checks to ensure tasks are addressed within the deadlines.
- Collaborate closely with teammates to cultivate best practices and collectively build a knowledge repository
- Summarizing findings and preparing reports.
- Correct execution of law and regulations with regards to specific client.
- Adhering to HR and client policies.

EDUCATION

MBA Biju Patnaik University of Technology.

10/2021 - 09/2023

CGPA- 8.15

- **Specialization- HR and Finance.**

B.COM Ravenshaw University.

2018 - 2021

percentile- 80%

ACHIEVEMENTS

- *Highest Target Achiever / Top performer among the team from the last 4 quarters.
- *Frequently recognized at workplace for meeting quality expectations.
- *Good Inter- personal skills and public speaking ability.
- *Felicitated as one of the top 50 students in state to secure the highest marks in +2.
- *Academic excellence with securing 5th rank in batch, B.COM, Ravenshaw University.