

# **RESUME**



## **NIDHI BHADAURIA**

Block-18, House no.-12/13  
Dr. Ambedkar Nagar, D.D.A Flats  
New Delhi-110062  
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### **OBJECTIVE**

Seeking a challenging career in Human Resource with a progressive organization which will utilize my skills, abilities and education in management while contributing to the development of the organization.

### **SKILLS PROFILE**

- Comprehensive knowledge on HR competencies, recruitment procedures & policy implementations.
- Possess strong interpersonal, communication skills and people management skills, positive attitude & adaptable to the demanding situations.

### **WORK EXPERIENCE**

- Currently working as **HR Executive at I-process Services (I) Pvt Ltd** since 18th July 2018 to till date



#### **Job Responsibilities:**

- Preparation of various letters like Appointment letter, confirmation letter, Absenteeism notice, performance warning letter etc. and keeping the track of the new joiners month wise on PAN India basis.
- Maintaining employee related personal data (employee kits) on HRIS & MIS reports
- Handling employee queries and concern about HR related issues.
- Proactively supporting the delivery of all the HR process.
- Quality check on pre joining and post joining compliance etc
- Handled day to day HR activities and coordination with external and internal department.

## PROFESSIONAL QUALIFICATION

- MBA in Human Resource Management from Bharti Vidyapeeth University (2017-2019)
- One year course of E-accounting from Oxford Software Institute. (2016-2017)

## EDUCATIONAL CREDENTIALS

COURSE	SPECIALIZATION	SCHOOL/COLLEGE	BOARD/ UNIVERSITY	YEAR
B.COM	COMMERCE	SRI AUROBINDO COLLEGE	DELHI UNIVERSITY	2014
12 <sup>TH</sup>	COMMERCE	ST. MARY'S PUBLIC SCHOOL	C.B.S.E BOARD	2011
10 <sup>TH</sup>	GENERAL	ST. MARY'S PUBLIC SCHOOL	C.B.S.E BOARD	2009

## COMPUTER SKILLS

- Use of HRIS applications & Employee self service software
- Good knowledge of MS Office (Word, Excel, Power point & Outlook)
- Internet Savvy

## CORE COMPETENCIES

- Detail conscious
- Effective communication skills.
- Ability to maintain interpersonal relations.
- Exquisite organizational & management skills.
- Active listener

## CULTURAL AND SOCIAL INVOLVEMENT

- Certificate of Social work from Global Cancer Concern India
- Certificate of Successful participation in 6th National Cyber Olympiad
- Certificates in academics

## PERSONAL DETAILS

Father Name - Mr. Rajeev Kumar Bhadauria  
Date of Birth - 05-05-93  
Gender - Female  
Marital Status - Single  
Nationality - Indian  
Language known - English and Hindi

## DECLARATION

**I do hereby declare that the above information is true to the best of my knowledge.**

**NIDHI BHADAURIA**