

NIKITA TANDEL

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PROFESSIONAL SUMMARY

A multitasking with MMS degree in HR . Excellent in indentify the need of organization. Excellent in understanding and analyzing the human behaviour. Dedicated HR professional with strong grasp of employment laws, compliance issues and benefits plans. Successfully introduces process improvements and staff-development initiatives to drive corporate goal attainment. Forward-thinking HR Generalist highly effective at adapting to evolving market plans and the needs associated with company expansion.

SKILLS

- Listening Skills
- Confidence
- Target-driven
- Relationship building Skills
- Communication Skills
- Multitasking
- Time Management Skills
- Team working Skills

LANGUAGES

Fluent: Hindi, English, Marathi

WORK HISTORY

HR Executive \ Thyrocare \ Navi Mumbai, Maharashtra, India from jan 2017 to August 2017

- Developed and facilitated Job recruitment fairs.
- Led the creation of recruiting plans for all open positions.

- Developed salary proposals for new recruits.
- Posted positions through approved recruitment channels.
- Done PI coordination
- Consultancy hiring and coordination

Admin \ NereHighschoolNere \ Navi Mumbai, Maharashtra, India from June 2018 to Sep 21

- Coordinating all administrative processes.
- Managing budgets, policies and events.
- Resolving conflicts or other issues as they occur.
- Conduct teacher and staff evaluations to ensure proper implementation of curriculum
- Represent and maintain school image and reputation
- Support faculty with training, enrichment, and goal-setting
- Complete job functions on computers using online communications, spreadsheets, word processors, and other automated tools
- Monitor financial affairs, including budgets and purchasing of school expenses

Sr. HR Executive \ Techbridge Pvt Ltd \ Navi Mumbai, Maharashtra, India from Oct 21 to till date

- Attendance and leave adjustment.
- Payroll and salary processing.
- Client coordination
- Recruitment
- Full and final settlement
- Joining and documentation of new employees
- Releasing offer letter and appointment letters to new employees
- To maintain employees full details in Master data
- Preparing salary structures
- Conduct an exit interviews

EDUCATION

2016

MBA: HR

CKT Khandacolony

2013

Bachelor of Science: Chemistry

B.N Collage Pen

2009

High School Diploma:

B.N Collage Pen

2007

SSC:

Raigad Military School Mahad

ADDITIONAL INFORMATION

- Highly effective Recruiter who promotes positive and productive environments.
Remains calm and collected in high stress environments.