



NIKITA TIWARI

HR Executive

I am an Human Resource Executive with 2+ years of work experience. I have always appreciated the ability of an HR personnel to transform a workplace! I enjoy working with people and being a catalyst for change.

HELLO!

CONTACT

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LinkedIn

EDUCATION

NMIMS Global

2022 – 2024

B. K. Birla College

2017 – 2020

**LET'S WORK
TOGETHER!**

EXPERIENCE

01 HR Executive Lemon Yellow LLP | 2021– till date

- Recruitment and Selection
- Employee Engagement (planning and organizing company events & activities, birthdays and work anniversaries)
- Drafting and sending various HR mails, mailers and messages
- Onboarding and Offboarding
- Assist in employee compensation & compliance
- Creating company policies based on the best HR practices

02 HR Intern Lemon Yellow LLP | 2020– 2021

- Screening profiles for various openings
- Scheduling interviews
- Maintaining the candidate database
- Assisting HR team with the employee information
- Assisting in the planning of company events