

NIKITA KHURANA

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Immediate Joiner

HR Executive with 2.4 years of experience in end-to-end recruitment, talent acquisition, employee engagement, and HR operations. Proven expertise in managing the full recruitment lifecycle, on boarding, performance management, and employee relations. Skilled in utilizing HR software and platforms like Naukri and LinkedIn for sourcing and hiring top talent. Adept at coordinating HR projects, conducting training programs, and ensuring compliance with labor laws and company policies. Strong communication, stakeholder management, and problem-solving skills with the ability to foster a positive work environment. An immediate joiner who is highly adaptable and committed to contributing to organizational growth.

Education

- B.COM Jaipur National University 2022

Key SKILLS

- StakeHolder Management
- On-Boarding
- Naukri, LinkedIn Recruitment
- MS Office (Word, Excel, PPT)
- Communication
- Coordinating & Research
- Teamwork & Leadership
- Decision Making & Collaboration

HOBBIES AND INTERESTS

- Listening to Music
- Gym

PROFESSIONAL EXPERIENCE

Codleo Consulting

Role: Human Resources Executive

Duration: April 2024 – Present

Roles & Responsibilities:

- **Recruitment & Talent Acquisition:** Managed end-to-end recruitment processes, including job posting, sourcing candidates, conducting interviews, and coordinating with hiring managers.
- **Onboarding:** Facilitated the onboarding process for new hires, ensuring smooth integration into the organization through orientations and training sessions.
- **Employee Engagement:** Organized and conducted employee engagement activities to boost morale, increase productivity, and foster a positive work environment.
- **Documentation & Compliance:** Maintained and updated employee records, ensuring compliance with company policies and labor laws.
- **Payroll Management:** Assisted in payroll processing, verifying attendance, leave records, and handling employee queries related to salary and benefits.
- **Performance Management:** Supported performance appraisal processes, including collecting feedback, scheduling review meetings, and assisting in the creation of development plans.

- Training & Development: Coordinated training programs to enhance employee skills and ensure continuous professional development.
- HR Policies Implementation: Assisted in developing and implementing HR policies and procedures, ensuring adherence across the organization.
- Employee Relations: Acted as a point of contact for employee queries, grievances, and conflict resolution, promoting a healthy work environment.

raFT Consulting Services Private Limited

Role: HR Recruiter

Duration: September 2023 – March 2024

Roles & Responsibilities:

- Job Posting and Sourcing: Creating job postings, sourcing candidates through networking, referrals, and direct sourcing techniques.
- Resume Screening: Reviewing resumes, conducting initial phone screens, and assessing candidates' qualifications.
- Interview Coordination: Scheduling interviews and communicating with candidates and stakeholders.
- Candidate Assessment: Administering tests to evaluate candidates' skills as needed.
- Reference Checks: Verifying employment history and qualifications.
- Offer Negotiation: Extending job offers and negotiating employment terms.
- Onboarding Support: Assisting with paperwork, conducting orientations, and coordinating training.
- Documentation Management: Maintaining and updating employee records.
- Employee Relations Support: Providing information on HR policies and benefits.
- HR Projects: Assisting with employee engagement initiatives, performance management, and policy updates.
- Compliance: Ensuring HR processes comply with labor laws and company policies.
- Reporting: Generating HR metrics reports.
- Event Coordination: Assisting in organizing HR events.
- Vendor Management: Coordinating with external vendors for recruitment processes.

QUANTUM SERVICES / BRAIN TREE TECH.SOL. LLC

Role: Technical Recruiter

Duration: March 2022 - March 2023

Roles & Responsibilities:

- Collaborated with hiring managers to understand role requirements.
- Assisted with developing job specifications and descriptions.
- Identified effective recruitment methods.
- Drafted and posted recruitment advertisements.
- Selected recruitment agencies to assist in the hiring process.
- Assessed candidates' qualifications through resume reviews and interviews.
- Maintained communication with candidates throughout the hiring process.
- Advised hiring managers on salary negotiations.
- Maintained a presence in the technical/industry community.
- Performed other related duties as assigned.