



# Nikita Singla

## Human Resource

To put value addition to the organization and to work in an environment that provides opportunities to do challenging jobs which help in overall professional

### Contact

#### Phone

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#### Email

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#### LinkedIn Profile

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#### Address

K - 22 Kewal Park, Extn , Adarsh Nagar,  
Delhi-110033

### Education

- **Master of Business Administration - HR & Finance**  
**2021- 2023**

GD-GoenkaUniversity, Gurugram

- **Bcom (Hons)2018-2021**  
Zakir Hussain Delhi College, DU
- **Senior Secondary-2017-2018**

GD Goenka Public School, Model Town.

### Skills

- MS Office
- Outlook 2016
- Google Spreadsheet
- HRMS
- ATS- HR Grey, TurboHire
- LinkedIn, Naukri, Hirist
- Screening Resumes

### Language

English

Hindi

### Experience

Dec 2022- Present

Company Name | Accolite Digital, Gurgaon  
Recruiter

- Sourcing from Naukri, LinkedIn and other Job Portals for relevant openings in IT Recruitment.
- Coordination with Candidates for Interviews.
- Working on various recruitment campaigns on the Eduthrill Platform.
- Follow up with the shortlisted candidates and recruiting panels within Accolite.
- Mining the internal ATS for relevant profiles for various IT openings.
- Working Briefly on reports to be shared with different stakeholders on Daily basis.
- Meeting the weekly target of offers for all hirings

April 2022- July 2022

Company Name | Prospeks Pvt Ltd  
HR Intern

- End to end recruitment for various IT, Non IT and Sales Profiles.
- Fluent in social media, particularly in researching and recruiting candidates through channels such as LinkedIn and job portals.
- Follow Up with Client Teams for Interview scheduling and Feedbacks.
- Plan interview and selection procedures, including screening calls, assessments and in- person interviews.

March 2021- July 2021

Company Name | BNC Global Services  
Human Resource

- Recruitment for various profiles according to Business needs through LinkedIn, FreshersWorld, Quikr, Naukri etc.
- **Negotiating** salary with shortlisted candidates and gathering the documents.
- **Induction Training** to new employees.  
Preparation of Relieving, Increment Letters, Working Letters, Contract Letters.
- Conducting Exit Interview.
- Full and Final Settlement.
- for onboarding process and shared the format for asking candidates documents.
- Seeking feedback actively.
- Ensure the staff remains knowledge of HR policies and protocols in support of the
- review and processing of HR action forms.

### SCHOLASTIC ACHIVEMENTS

- Awarded as Start Performer in Feb'23
- Secured 1st position in Microsoft Excel Test (MET) competition
- Scored 100% marks in Busy Accounting Software
- Scored 98% marks in Business Computer Application