

CURRICULUM VITAE

NIDHI GOLA

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CAREER OBJECTIVE:

- To seek a challenging position in dynamic organization with passion and dedication in any kind of situation where I can prove my skills and knowledge with perfection.
- I have done recruitment for various sectors like Telecom, BFSI, Finance, Education, Renewable energy, Manufacturing, BPO, RPO etc. Currently Working as a corporate HR.

EDUCATIONAL QUALIFICATION:

- 10th Passed from CBSE Board (2016)
- 12th Passed From CBSE Board (2018)
- B.A prog From IGNOU University. (Result Awaited)

WORK EXPERIENCE:

IGT Solutions Pvt Ltd
Consultant GRO (Dec 2021 to till now)

Roles & Responsibilities

- Handling End to End recruitment life cycle for IGT Solutions. Managing all New & replacement positions based out of Gurgaon (Head Office) as per the TAT.
- Strong Experience into sourcing profiles through various job boards like (Naukri.com, Monster, and Times Job), Existing database, Job advertisements, and social networking sites (Linked-In, Facebook, WhatsApp) Online Search, Headhunting, Employee referrals, Walk-in drives & Various Consultants.
- Associate with best colleges and institutes for hiring best talents and successfully closed around 100+ positions.
- Interact with college management for Permanent & internship requirement.
- Co-ordinate with Panel for conduct the campus recruitment program as per convenience & follow up with selected students till joining.
- Contribution and participation in various Employee Engagement Initiative. Managed employee working out of corporate office for all HR needs. Employee Rewards and Recognition. Conducted employee engagement activities, Annual Functions, Birthday & Festival Celebrations. Coordinate internal Employee Referral programs.

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- Managing Recruitment from Executive to Senior level profiles, Checking of candidates salary structures, compensation fixation, salary comparing within groups, deciding on fitment, issuing Offer Letter post all internal approvals.

Future Links (Consulting Firm)

Talent Acquisition Associate (Oct 2020 to Dec 2021)

Roles and Responsibilities

Managing full life cycle of recruitment i.e. Hiring Plan, Requirement Gathering, Sourcing potential & quality candidates, manage healthy candidate pipeline, Screening, Selection, HR Interview, Fitment, Salary Negotiation, Offer, Candidate Management, Onboarding and Post Joining support.

Sourcing of candidates through In-house database, Job portals (Naukri, LinkedIn) Internet sites, user groups, agencies, professional associations, employee references, networking, company mapping.

Responsible Timely closures for Fulltime positions Ensuring Delivery on time

Cybernetic Management Professionals

HR Recruiter (Jan 2020 to May 2020)

Roles and Responsibilities

Managing complete End to End **recruitment** cycle for IT & BFSI, BPO/ITES Vertical and to identify the best talent from diverse sources after interpretation of requirements .

Recruitments from Middle level to Sr. level Positions such as AM, DM, Manager, Sr. Manager, AVP, GM, VP

Sourcing, screening and short listing of CV's using different search techniques via job portals, references, Social networking (LinkedIn and Facebook)

Screening the candidates through calls by testing their subject knowledge, skills, domain knowledge and assessing the confidence level, communication skills and attitude.

Informing the candidates on final selection and compensation.

Taking care of Candidates joining formalities and induction program with the company.

SIM Enterprises Pvt. Ltd.

HR Executive May 2019 to Nov 2019.

Roles and Responsibilities

- Responsible for managing the end to end **recruitment** process of IT, Non IT and corporate hiring in pan India locations.
- Talent Mapping, **Recruitment** strategy and Planning, process improvement and developing best practices.

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- Responsible for hiring through internal movement and employee referral as the part of hiring channels
- Good understanding in various parameters of **recruitment** in evaluation, screening, negotiating, scheduling interviews, Interview coordination and closing.

Computer Skills

- Good knowledge of Ms Excel, Ms Outlook, Ms Word

PERSONAL PROFILE:

Date of Birth : 16-02-2001
Father's Name : Mr. Kanhaiya Lal
Marital Status : Unmarried
Gender : Female
Language Known : Hindi & English
Nationality : Indian

Date:
Place: Delhi (India)

(Nidhi Gola)