



Nikita Prajapati

Consultant customer support

PROFILE SUMMARY

Welcome to my Naukri profile! I am an enthusiastic and dedicated Associate HR Professional with a strong passion for HR operations and Recruitment. I have 1+ years of rich experience in HR recruitment and operations. I have successfully handled IT and Non IT recruitment both till onboarding and off boarding of the employee. I have handled payroll of 30 people. I have created the offer Letter, NDA Letter, Relieving Letter, and experience letter for the employees. Worked on Job portal - LinkedIn, Naukri, apna, hirect, TCSion, hirist etc. Worked on HRMS tool - KEKA. Proficient in MS office.

PERSONAL INFORMATION

Email
nikitaprajapati903@gmail.com

Mobile
(+91) 7067284508

Total work experience
2 Years 1 Month

KEY SKILLS

- Excel PowerPoint
- MS Office
- Excel
- VLOOKUP
- HLOOKUP
- SUMIF
- Countif
- Formulas
- IT Recruitment
- Technical Recruitment
- Recruitment Management
- Compliance
- Payroll Processing
- Payroll Management

OTHER PERSONAL DETAILS

EDUCATION

- 2023** MBA/PGDM
Academic of management Malhotra Group
- 2020** B.Com
Barkatullah University
- 2017** XIIth
English
- 2015** Xth
English

WORK EXPERIENCE

- Jul 2024 - Present** Consultant customer support
hrone
- Aug 2023 - Feb 2024** HR Operations Associate
isdc
i have handled Recruitment, Onboarding, off boarding, documentation, attendance management, leave management, payroll management etc

City Noida
Country INDIA

LANGUAGES

- englishhin

Aug 2023 - Feb
2024

HR & Operations

ISDC

Team handling: 1. Leading a team consisting of ten members, I undertake the responsibility of overseeing their activities and performance. 2. Engage in a daily evaluation of the team's performance, ensuring that each employee's efforts are aligned with our collective goals and the broader organizational objectives. 3. Ensure the timely completion of tasks while meeting all deadlines and fulfilling expectations.

Recruitment: 1. Handling overall recruitment process from on-boarding to off-boarding of the employees.

2. Conduct walk-in drive. Training and Development: 1. Job-Specific Training: Provide comprehensive training related to the specific tasks, tools, and technologies they'll be using in their roles. This ensures they have the necessary skills to perform their job effectively. Recognition and Reward:

Acknowledge their progress and achievements. Recognition boosts morale and motivates employees to continue their professional development efforts.

Record Keeping: 1. Maintain accurate records of employee information, operational procedures, and compliance documentation. 2. Keep the client data confidential and ensure that all employees maintain confidentiality.

Preparing Letters: 1. Responsible for preparing Offer Letter, Experience Letter, Relieving Letter, Letter of asset issue undertaking etc. 2.

Responsible for updating yearly holiday calendar. 3. Responsible for updating HR Policies on yearly basis.

4. Changes in policy and make the document of all the policy and get the approval from senior management.

Employee Engagement: 1. Conduct employee engagement activities on special occasion. 2. Arrange party's on birthday and festivals.

Jan 2023 - Jul 2023

Trainee-Associate HR

V Group Inc.

Recruitment: 1. Handling overall recruitment process for IT and Non-IT positions, which includes updating job descriptions, cold calling, screening, shortlisting applications, conducting and managing job interviews. Worked on profiles - Accountant, Corporate HR, Generalist HR, Associate HR, Trainee HR, Front-end Developer, Back-end Developer, Graphic Designer. 2. Walk-in Drive: Responsible for conducting walk-in drive, arrange all the requirement which include advertisement on social media, arrange all the documents which is required at the time of interview. Responsible for coordinating with the candidates who has attend the walk-in 3. Good hands-on experience with job portals - APNA, LinkedIn, Naukri.com, Hirect, Hirst, Work India, TCS Ion, etc. On-Boarding and Off-Boarding: 1. On-Boarding Includes documentation and BGV of the employee. Verify the original documents with hard copy and scanned all the documents & save it in a particular folders. Provide a welcome kit to the new employee and update new joiner information on HRMS. Initiate BGV with the email and call. 2. Off-Boarding Includes collecting all the tools and machines from the employee. Disabling the account from HRMS, and Initiating exit interviews. Arrange farewell party and invite employee on teams and office. Payroll Management: 1. Check all the leaves & attendance of employee and ensure that everyone submitted their login and logout time by EOM on KEKA. Add new employee and exit the employee, Add bonus, salary revision and overtime, Check reimbursement, Adhoc payment and deductions, Release salary on hold & arrears etc. all this need to add in payroll sheet. Cross verify the TDS documents whether it is genuine or not. All this document I check on KEKA. 2. Prepare the sheet of EPF and ESIC in excel, Add new employee on EPFO portal. Exit employee from EPFO portal, Full and Final Settlement of employee. Preparing Letters: 1. Responsible for offer, Experience, Relieving and, NDA Letter.

Aug 2022 - Jan 2023

Trainee HR

Technogiq IT Solutions

Recruitment: Handling overall recruitment process for IT and Non-IT positions, which includes updating job descriptions, cold calling, screening, shortlisting applications, conducting and managing job interviews, taking first round of the interview, worked on profiles (PHP Developer, Web Developer, Ionic Developer, Angular Developer, ReactJS Developer, UI/UX Developer, Android Developer). Job portals used - APNA, LinkedIn, HireDirect, Hirect, Work India, TCS Ion, etc. On-Boarding and Off-Boarding: On-Boarding Includes documentation and BGV of the employee. Off-Boarding Includes collecting all the tools and machines from the employee. Employee Relation: Conducting employee engagement activities. Create a work environment that is inclusive, supportive, and respectful. Encourage teamwork, collaboration, and positive interactions. Attendance and Leave Management: Responsible for calculate the extra hours and short hours. Update the leave status by end of the month. Update the number of working days in attendance sheet. Update the number of leave left by EOM and share it to accounts department. Solve queries related leave and attendance.

INTERNSHIP

776 Days

done