

Nitin Saini, HR Executive

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PROFILE

Highly-motivated Business Administration Post Graduate looking for a position of HR Specialist. Wishing to use strong data analysis and management skills to help the organization with your upcoming challenges. Experienced in interviewing and giving feedback as part of a college project.

EMPLOYMENT HISTORY

Aug 2018 – Aug 2019	Sales Executive, Bhartiya Realtors	Gurgaon
	" Analyzed sales data to develop realistic sales goals. " Achieved sales goals and targets by securing new customer relationships. " Increased revenue by implementing effective sales strategies.	
Sep 2019 – Oct 2020	HR Executive, Bhartiya Realtors	Gurgaon
	" Coordinated work activities for HR managers, specialists and recruiting agents. " Directed hiring and onboarding programs for new employees. " Met with employees annually for progress reviews and performance assessments. " Provided updates on HR policy changes to employees to satisfy compliance and state laws.	
Mar 2022 – Jul 2023	HR Recruiter, Next Vision Business Solutions	Gurgaon
	" Verified applicant references and employment details. " Placed advertisements, evaluated applicant credentials, conducted initial interviews and pre screening assessments. Collaborated with hiring managers to understand job requirements and expectations. " Advertised job opportunities on social media platforms and job boards.	
Jul 2023 – Present	HR Executive , Globiva Services Pvt Ltd.	Gurgaon
	Perform necessary administrative tasks in the Human Resources department, such as staff management, hiring processes, social welfare & archiving of HR records.	

EDUCATION

Apr 2013 – Mar 2014	Secondary School Certificate (10th), Rishi Public School	Gurgaon
Mar 2015 – Apr 2016	Higher Secondary Certificate (12th), Roseland Public School	Gurgaon
Aug 2017 – Aug 2020	Bachelor of Business Administration (BBA), Vidya Institute of Creative Teaching (VICT)	Gurgaon
Aug 2020 – Sep 2022	Master of Business Administration (MBA), University Institute of Law and Management Studies (UILMS)	Gurgaon

SKILLS

Business Administration	Expert	Management	Expert
Recruitment Strategies	Expert	Sales	Expert
Microsoft Excel	Expert	Business Requirements	Expert
Onboarding	Expert		