



# NIDHI VERMA

HUMAN RESOURCES INFORMATION SYSTEM SPECIALIST

## PROFILE

Dedicated and results-driven HR professional with over two years of experience in talent acquisition, employee relations, and organizational development. Adept at implementing strategic HR initiatives that align with business objectives, foster positive workplace cultures, and enhance employee engagement. Proven track record in managing full-cycle recruitment, developing training programs, and ensuring compliance with labor laws. Passionate about driving HR excellence and contributing to the growth and success of the organization.

## WORK EXPERIENCE

### Fett Brands Pvt. Ltd.

JUNE 2024- PRESENT

#### Human Resources Information System Specialist

- Job Posting and Sourcing candidates from leading job portals like Naukri, LinkedIn, Naukri, Indeed, Job hai, Apna.Com etc.
- End to end Recruitment from Shortlisting to onboarding with feedback.
- Facilitate seamless joining and exit formalities.
- Manage Attendance and Streamline payroll Process.
- Efficiently manage expenses and advances.
- Assess and enhances employee performance.
- Conduct engaging induction programs, explain policies and organize celebrations for birthdays, Games and festivals.
- Conduct feedback session and ensure open channels of communication
- Leave Management, Documentation ,Background Verification, Organize training sessions.
- Full An Final Settlements, Experience and relieving letter..
- **PTEC, PTRC, PT** registration and **PT** returns Filing(State wise).
- Proven Experience in **HRIS** and **HRMS (Spine)**.
- Preparing Full and Final Settlements of employees.
- Preparing Salary Slips of all the employees.
- Taking interview and Dealing with salary negotiation.
- Registration of New employees in Software.
- Maintaining employee personal Files (Drive and Physical both)

### Arisen Technologies

April 2023-May 2024

#### HR Executive

- End to end recruitment ( IT and NON IT both).
- Job postings on company website, Naukri, Indeed, LinkedIn.
- Conduct orientation and induction and training programs.
- Expenses and leave management.
- Joining and exit formalities.
- Document preparation, offer letter ,increment letter releasing.
- Employee engagement conduct meeting.
- Actively drive organizational growth strategies HR practices.
- Utilize google work space for efficient communication.
- Attendance management, stationery and policy management.

### AV Peoplekart Pvt. Ltd.

March 2022-March2023

#### Talent Acquisition Recruiter

- Job posting on social media Platform and job portals.
- Sourcing ,Screening and shortlisting through online platforms.
- Taking telephonic interview of the candidates.
- Taking follow-ups from the candidates.

## CONTACT

- 📞 7007837434
- ✉ vermanidhi341@gmail.com
- 📍 New Ashok Nagar, New Delhi
- 🌐 [www.linkedin.com/in/nidhi-verma-2364b8207](https://www.linkedin.com/in/nidhi-verma-2364b8207)

## EDUCATION

2020-2022

### NOIDA INTERNATIONAL UNIVERSITY

- Master of Business Management

2014-2017

### CSJM UNIVERSITY

- Bachelor of Science

## SKILLS

- HRIS (Spine NX)
- HRMS (Spine HR)
- ESSL Biometric Management
- Microsoft Office
- Non IT & IT Recruitment
- Training and Development
- Decision Making Skill
- Multi Tasking Abilities
- PT Registration and Returns Filing

## LANGUAGES

- English
- Hindi

## HOBBIES

- Travelling
- Listening Music
- Art & Craft
- Cooking