

Nidhi Singh

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EDUCATION

MBA [Human Resource Management] 2022 Chandigarh University

B.Com [Accounts] 2020 Gossner College, Ranchi

Skills

Performance Management, Microsoft Office, Vendor Management, Time Management, Team Handling

Tools

Naukri, LinkedIn, Indeed, Monster, Apna, ATS...etc

Work Experience

Bridgexcel Innovations Pvt Ltd

Senior HR Executive (Jan 24 – Present)

HR Executive (May 23 – Dec 23)

- Direct all hiring and training procedures for new employees.
- Implement effective sourcing, screening, and interviewing techniques.
- Familiarity with Applicant Tracking Systems, resume databases, and job portals.
- Knowledge of general human resources practices.
- Act as a point of check for member processes during the employee Lifecycle (HR self support) such as timely disbursal of letters, member confirmation, probation, exit process etc.
- Liaison with cross-functional teams to understand the requirements and recruit the suitable candidates through job boards
- Oversee daily operations of the HR department
- Familiarity with Human Resources Management Systems and Applicant Tracking Systems
- Experience with full-cycle recruiting.
- Demonstrated experience in Team Management and development.

Shoerty Consulting Pvt Ltd

HR Executive (Nov 22 – April 23)

- Manage the end-to-end recruitment process from job posting to offer acceptance.
- Utilize various job boards, social media, and other channels to maximize exposure like Naukri, LinkedIn.
- Reviewing the Hiring and Onboarding Tracker and suggesting any changes.
- Work closely with management and employees to improve work relationships, build morale, and increase productivity and retention
- Prepare HR-related reports as needed.

Chandigarh University

Corporate Resource Manager (May 22 – Nov 22)

- Build and maintain relationships with employers, companies, and industry partners to understand their hiring needs.
- Coordinate between institution and potential employers.
- Coordinate and execute job placement activities for students, including organizing recruitment drives, job fairs, and on-campus interviews

- Actively network with industry professionals, alumni, and other stakeholders to create opportunities for students.
- Maintain an organized and up-to-date database of student profiles, job vacancies, and employer contacts.

Vatsal Hyundai

HR Intern (June 20 – Aug 20)

- Assist in maintaining accurate and up-to-date employee records in the HRIS
 - Support the onboarding process for new employees, including paperwork, orientation sessions, and introductions to company policies
 - Handle general administrative tasks, such as filing, photocopying, and organizing HR-related documents.
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