

NISHI MADHAN

Pune, India

Sr. HR Specialist

☎: +91- 8605027437 | ✉: nishimadhan@gmail.com

Aspiring for challenging assignments in a progressive company, to demonstrate expertise in Human Resource.

CAREER SNAPSHOT

Experience: Proactive and resourceful professional with **6.5 years** of experience in IT and Engineering Industry, mainly worked on HR Operations, Recruitment, Administration.

Competencies: Proficient professional with an experience of working with various departments with good exposure to human resources operations.

Language: Fluent in English, Hindi

Availability: Immediate

EDUCATION

- ◆ MBA (HR), Pune University (2019)
- ◆ MBA (Finance), Pune University (2014)
- ◆ B.COM, Pune University (2012)

AREAS OF EXPERTISE

- ◆ Human Resource & Operations
- ◆ Event Management
- ◆ Administration
- ◆ Employee Engagement Activities
- ◆ Recruitment
- ◆ Training and Development

CAREER TRAJECTORY

Designation	Organization	Duration
Sr. HR Generalist	Mediquire	April 2022 to Present
Sr. HR Specialist	GivingForce Technologies Pvt Ltd	December 2019 to September 2020
Team lead-Recruitment and HR	Applycup	April 2019 to December 2019
Executive Administration	Holtec Asia	January 2017 - March 2019
Front Desk Executive	Nityo Infotech (Client: Mediaocean)	February 2014-January 2017

ACCOUNTABILITIES

As Sr. HR Generalist

- ◆ Recruitment

As Sr. HR Specialist

- ◆ Recruitment, Onboarding and Exit Formalities
- ◆ General HR Activities
- ◆ Employee Engagement
- ◆ Performance Appraisal
- ◆ Payroll Management
- ◆ General Admin and Finance Activities

- ◆ Policy Amendments and Drafts
- ◆ Leave Management

As Team lead-Recruitment and HR

- ◆ Recruitment
- ◆ General HR Activities

As an Executive Administration

- ◆ HR Operations & Recruitment (for profiles of Project Engineers, Content Developers / Technical writer, Mechanical Designer, New Software Team).
- ◆ Induction, Attendance Management, Background Verification, Onboarding & Exit Formalities.
- ◆ Co-ordination of Meetings, Trainings & Seminars, Events.
- ◆ Training and Development, HR Policy Revisions.
- ◆ General Administration tasks.

As a Front Desk Executive

- ◆ Recruitment support (for profiles of Software Developers (Java), Architects), Joining Formalities, Exit Formalities, Campus Hiring, Walk-in Drives.
- ◆ Events & Arrangements for Meetings, Conferences.
- ◆ Food, Transport & Other Arrangements.
- ◆ Housekeeping & Vendor Management.
- ◆ Part of CSR activities arrangements.
- ◆ Daily Administration Task.

PERSONAL DETAILS

- ◆ Name: Nishi Madhan
- ◆ D.O.B.: 12/07/1991
- ◆ Marital Status: Married
- ◆ Nationality: Indian
- ◆ Address: Dehuroad, Pune

DECLARATION

I hereby declare that all the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date:

Nishi Madhan