

# Curriculum Vitae

## PERSONAL DETAIL:

Nikahat Begum

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## PROFILE SUMMARY

Skilled professional with 5 year of experience in HR. proven ability to maintain confidential data, manage uncertainty and changing priorities, design & implement HR strategies, manage employee benefits & compliance, interdepartmental coordination & managed all aspects of HR office. Diversified skills include human resource, recruiting, project management, and administrative support.

## EXPERIENCE:

### **Academic Coordinator**

**Silica Institute (Pune)**

March 2020 to July 2020

#### Work Profile:

- ❖ Develop & schedule Batches as per calendar.
- ❖ Manage student's Data base & report.
- ❖ To coordinate with the other center managers & Staff in developing systems, policies & procedures to ensure the effective delivery of services.
- ❖ To be responsible dealing sensitively with the range of complex & challenging issues presented by center users.
- ❖ To manage & maintain organization's website & promote work of the centre through a range of medium
- ❖ eg. Instagram, Facebook.
- ❖ solve the problems & queries of students & parents by call & chat process.

### **Academic Associate (Assistant)**

**(IIM) Indian Institute of Management Indore**

June 2015 to June 2018

#### Work Profile:

- ❖ Instrumental in preparation of course outline & Research work in consultation in various faculties.
- ❖ Organizing various Conferences, Events and Programs for students as per academic calendar.
- ❖ Assist Faculties in Evaluation & Grading of Class participation, Mid-term, End term, Quiz exams.
- ❖ Address Student's question regarding OB & HR Courses.
- ❖ Coordinate and direct academic activities for faculty & students.
- ❖ Assist faculties in HR courses.

**Patient care Executive  
(Admin)**

**Medanta Hospital Indore**

Nov 2014 to March 2015

Work profile:

- ❖ Management of “call operating system” and prepare of daily and monthly report of queries.
- ❖ Established rapport with patients and coordination between doctor and patients.
- ❖ Maintained complete patient database and managing phone calls of patients, solving their queries.
- ❖ Handled all basic administrative clearance like telephone and other general bills etc.

**HR Executive  
(HR Department)**

**SAIMS (Sri Aurobindo Institute of Medical Sciences)**

Oct 2012 to July 2014

Work Profile:

- ❖ Handled understaffing disputes, employee’s termination & administering disciplinary procedure.
- ❖ Administered compensation, Benefits & performance management system.
- ❖ Handled ESIC Insurance, Joining and relieving formalities of Staff.
- ❖ Represented organization at Investigation at the time of Inspection.
- ❖ Coordinated work activities of subordinate & staff relating to employment, compensation, labor and employee relations.
- ❖ Maintenance of leave & Attendance of employees.
- ❖ Preparation of JD & KRA for different roles of Staff.

**Training** - Completed one month of training as a Assistant trainee at “Jain Prakash Chandra & co.” from Jan. 2011 to Feb.2011. During this period of one month I learnt Accounting, Auditing, Taxation, & Computer data entry work.

**EDUCATION:**

<b>Qualifications</b>	<b>School/College</b>	<b>Board/ University</b>	<b>Pass out Year</b>	<b>Percentage</b>
MBA (HR & Finance)	Patel college of management Indore	DAVV Indore	2011	65.5
B.com	GDC College Rewa	APS Univ. Rewa	2009	58.8
Higher secondary	ECI School	MP Board	2005	59.1
Senior secondary	ECI School	MP Board	2003	66.8

**SKILLS:**

*Software:* Microsoft office - Microsoft word, Excel, PowerPoint

*Social:* Listening, Cooperation & Flexibility, Effective Communication, Ethical, Positivity

*Organizational:* Recruitment/Staffing, Benefits administration, HRIS, Record maintenance, Change management, Health & benefit plans, Fast learner, Problem solving skill, Goal setting & meeting goals.

*Art:* Painting

*Languages:* Proficiency: English, Hindi

**DECLARATION:** -

I declare that all the information given in my application is correct to the best of my knowledge. Thanking you,  
Nikahat Begum

