

Nisha Patel

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Professional Synopsis

- A dynamic professional with nearly 10+ years of experiences in HRM broadly Recruitment, Performance Appraisal, Compensation, Policies and Procedures, General Administration, and Personnel Management.
- Leads and drives the front-end recruiting process including identifying workforce trends, reducing the number of open positions, and reducing days to fill positions.
- Thinking critically and satisfying business needs while respecting the dignity and worth of every staffing associate. Performed pre-screen interviews for all corporate positions.
- Manage all phases of full cycle recruiting, from initial sourcing and screening through offer negotiations, placement, and onboarding.
- Proficient in planning, strategizing, and implementing abilities with demonstrated success in handling HR & Administration related issues/matters.
- Handling entire gamut of HR functions of a reputed IT company
- Knowledge about Labor Laws and effective organizational planning.
- An effective communicator with strong leadership and interpersonal abilities.
- Managing payroll cycle for all employees
- Adept at handling day to day administrative activities in coordination with internal and external departments for smooth business operations.
- Extensive experience in handling / supervising PROs in all visas / immigration and other liaising matters.
- Strong analytical, problem solving and organizational abilities. Possess flexible and detailed oriented attitude.

Organizational Experience

<u>Tenure</u>	<u>Company Name</u>	<u>Designation</u>
Jun 2018 – till date	Exigo Tech TSP (I) Pvt. Ltd. (Formerly known as - The Beehive Development Solutions)	HR Generalist & Talent Acquisition Specialist
June 2016 – July 2017	J G Gill Architect & Interior Designer	HR & Admin Consultant
Apr 2010 – Mar 2012	Rishi Infotech Pvt. Ltd.	HR Consultant
Aug 2002 – Mar 2010	Rishabh Software Pvt. Ltd.	Assistant Manager HR & Admin

Roles & Responsibilities

HR Generalist

- Responsible for the coordination of day-to-day Human Resource functions
- Develop employee handbooks and HR policies
- Managing entire recruitment cycle right from screening resumes to issuing offers.
- Well versed in managing employee life cycle from on-boarding to offboarding.
- Handling promotion, salary adjustments, transfer, resignation & termination in accordance with the company policies
- Managing the Performance management system and identifying scope for enhancing the same.
- Initiating rewards and recognition programs and implementing incentive system for employee motivation.
- Counseling / grievance handling of the employees to maintain a healthy work environment and facilitating employee satisfaction and HR survey and community development activities.
- Motivating the employees on day-to-day basis and stopping all types of rumors and misleading communications
- Administer compensation and benefits programmes, including payroll and related tax reporting, HR database and records management
- Lead immigration and work authorization internally, working closely with our third-party immigration attorney. This includes tracking visa and statuses, answering employee questions, and processing all the necessary paperwork
- Preparing relevant HR reports, documents and notices and response to staff enquires
- Coordinating for statutory legal compliance with concern member and co. lawyers
- Managing training and development requirement in consultation with training personnel/department.
- Conceptualization and successful execution of day to day operational and administrative tasks
- Ensuring optimum and effective utilization of funds in providing congenial work environment and basic amenities in the work premises.

Recruitment

- Filled the open positions in the organization from social media & Job Portals
- Meeting deadline to ensure the on-time work accomplishment.
- Matched the right candidates to the right jobs.
- Developed network with industry contacts, associations, trade groups, and employees to develop a pipeline of qualified candidates in advance of need.
- Developed positive relationships with community leaders, customers, co-workers, employees, and candidates to help increase applicant pools.
- Kept detailed and proper employment documentation.
- Researched, recommended, and implemented new sources for active and passive candidate recruiting.
- Teams closely with stakeholders and Resource managers to ensure effective hiring process, onboarding, and integration of hires.

- Regularly updating stakeholders Resource manager of events impacting recruitment efforts and abilities
- Performed professional, technical, executive, and managerial recruiting for IT domain.
 - IT Professionals various roles
 - Niche skill Software Professional i.e CRM, Business Central, .NET Core, BA etc
 - Project Managers
 - Marketing & Sales
 - Senior Executives

Recruiting Tools:

- Social Media - LinkedIn Recruiter, Instahyre, etc | Job Portal – Indeed (Australia and India), Job Search Gov – Australia, Seek Gov – Australia, Naukri Portal | Employee Referrals | Alumni

Recruitment Skills

- Talent Assessment & Acquisition
- Detailed Job Descriptions
- Social Media Recruiting Tools
- Job Ads & Online Postings
- Talent Pool Sourcing
- Candidate Sourcing & Screening
- Behavioral-Based Interviewing
- Reference Checks / Background Verification
- Contract / offer Negotiations
- Orientation & Onboarding
- Client Relationship Management
- Employment Law & HR Affairs

Qualification

2011 – PGDBA in Marketing from Symbiosis Institute of Management, Pune

2010 – Diploma in HR from M. S University, Baroda

2000 - B.Sc in Botany from M. S University, Baroda