

Nitika Tiiwarri

Senior Manager-HR & Administration

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Versatile Senior Manager specializing in human resource management and Training and skilled at planning, implementing and overseeing key improvements to drive business growth and efficiency. History of cultivating an open culture with free exchange of information. Pursuing new professional challenges with a growth-oriented company.



Work History

2022-03 - 2023-01 **Senior Manager, Human Resources Systems**

Hitbullseye, Mohali

- Implemented productivity benchmarks across all departments to maximize company revenue.
- Assisted Employee on-boarding & Training Programs
- Implemented and developed operational standards, policies and procedures.
- Executed appropriate staffing and budgetary plans to align with business forecasts.
- Conducted performance evaluations, compensations and hiring to maintain appropriate staffing requirements.
- Carried out and developed social media while contributing in YouTube, LinkedIn & Spotify
- Maintained frequent interaction with senior management to measure goal achievement and determine areas of improvement.
- Held monthly meetings to create business plans and workshops to drive successful business.

2021-03 - 2022-03 **Human Resource Business Partner**

G.M Media Pvt. Ltd., Chandigarh

- Identified HR training needs and conducted training for employees and leadership while recommending approaches to effect continual improvements in business objectives, productivity and within company to reach business goals.
- Devised hiring and recruitment policies for 50 member-employee company.
- Streamlined HR efficiencies, coordinated new hire orientations and provided onboarding and training for 30 new employees.
- Managed full cycle of recruiting, hiring and onboarding new employees.

2017-12 - 2021-03 **Assistant Manager**

Hitbullseye, Chandigarh

- Hiring and training in General Knowledge department for faculty.
- Prepared Faculty Training Programs & boot camps
- Content development and test preparation for Current affairs
- Conducted Group-discussion and Personal Interview sessions with students
- Assisted in organizing and overseeing assignments to drive operational excellence.



Accomplishments

- Successfully planned, strategized and implemented the travel plan, HR guidelines and agreements for the new projects
- Conducted awareness campaigns and drives in schools & colleges for promotions and branding
- Data compilation of different cities and collaborating with business partners.



Education

2022-04 -
Current

Post Graduate Diploma: Human Resources Management

Loyola Institute of Business Administration - Chennai

- Completed professional development in Learning & Development, Counseling skills, HR Information System, Workforce analysis & Performance management
- Aggregate score in the course- 80% (till January, 2023)

2017-07 -
Current

Ph.D.: International Economics

OPJS University - Rajasthan

- Thesis topic - International Trade with ASEAN Nations
- Submitted Research paper on Descriptive analysis of manufacturing production and international trade
- Submitted Research paper on International Trade circumstance in which technological leapfrogging between regions
- Presented Paper in ICFAI University, Dehradun and received participation certificate

2013-07 -
2015-07

Master of Arts: International Economics

Panjab University - Chandigarh

- Aggregate score - 62%
- Completed professional development in International Economics, Quantitative Techniques & Statistics, Industrial economics & Macroeconomics
- Elected to President for Student Council in 2014
- Elected as Class Representative for Economics batch 2013-15

2010-07 -
2013-07

Bachelor of Commerce: Business Economics

Panjab University - Chandigarh

- Aggregate score - 75% with minors in Business Economics
- Elected as Class representative for the Commerce batch 2010-13

- Member of Rotaract Club 2012-13
- Received 'Haryana Government State Toppers Scholarship' in 2011

2008-04 -
2010-04

High School Diploma

D.A.V Public School - Ambala

- Aggregate score in class 12th with Commerce (Accountancy, Economics & Business studies) = 92%
- Aggregate score in class 10th = 90%
- Received 'Bright Student of the Year-2010' for scoring highest marks from IAS Ambala
- Received 'All-Rounder of the Year 2010' for participating in co-curricular activities and winning trophies in Debate & Declamations
- Zonal Level Gold Medalist in Table Tennis



Certifications

2023-04

Certification in Strategic Human Resource Analytics - IIM, Rohtak



Skills

Employee Training & Management



MS Excel & PowerPoint



Leadership & Strategic Planning



Tableau & Power BI



MS Office



Content Creation



Recruitment & Selection



Exit Management



Conflict Resolution & employee relations



Interpersonal Communications





Languages

English

Advanced

Hindi

Advanced



Additional Information

Father's Name: Mr. Surinder Kumar

Mother's Name: Mrs. Anjana

Status: Single

Date of Birth: March 12, 1993

Family type: Nuclear Service Class

Current CTC : 4.8 LPA (Net)

Interests: Occult sciences, web surfing, reading novels and listening music