

Ankita Nigam

Manager – Human Resource

Contact details

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Work Experience

- Currently working as Manager-HR at Quality Austria Central Asia P Ltd. since Dec '20
- Worked as Assistant Manager HR & Admin (Operations) with Telecom Network Solutions Pvt. Ltd, Noida from Mar'13 to Dec'15.
- Worked as Senior Executive – HR and Admin (Operations) with Telecom Network Solutions Private Limited, Noida from July'09 to Feb'12.
- Worked with Bank of America (on rolls of Total Sourcing Solution) as Senior Executive HR (Operations) from April 2008 to September 2008.
- Worked with Sodexo Pass Services as North Coordinator-HR from Feb 2007 to March 2008.

Qualification

Masters in Social Work

Currently Pursuing "Executive Program in Strategic Human Resource Applied Analytics" from IIM Rohtak

Skills

- Well versed in MS office
- Excellent command on MS Excel
- Ability to prepare & analyze data and preparing various

Career Objective

A Manager Human Resource with overall 9Years plus of experience in managing operations at all level. Always keen in managing & building an environment/system which is build on continuous learning & experience.

Roles in Current Employment

- Overall responsible for smooth functioning of HR Operational activities- On Boarding, Off Boarding, Data Management including daily reporting of day to day work.
- Ability and desire to coach and mentor Team including ability to identify strengths and position team to be successful.
- Complete data management for various Dashboards required for HR Review, Key Indicators and MRM.
- Acting SPOC for all internal and external HR Audits with ideas on improvement and NC closure as per TAT.
- Possess a good knowledge of the HR Shared Services processes, tools and service level agreements.
- Ability to demonstrate proficiency using HRIS applications, as well SPOC for all development required on time to time basis.
- Manages employee relations by organizing Town Halls and one to one meetings as & when required.
- Maintains a level of confidentiality regarding sensitive information; freely shares ideas with others; actively listens to ensure clear understanding and translates direction into action
- Help develop R&R to attract, retain, and motivate key talent, including CSR activities
- Roll out employee and manager self-service, providing training and organizational readiness.
- Ensures development & implementation of HR Policies & Procedures, ensuring management's adherence and policy up to date.
- Develop comprehensive communications plans to educate employees on Policies and Procedures, including time to time changes in HR & Safety Induction program.
- Manage company's pay programs, including accurate processing of all salary adjustments and promotions.
- Lead internal training programs both Soft skill and Technical as well active member of Succession planning team
- Proven leadership skills with the ability to facilitate and influence, and the capability to interact with all levels of the organization
- Maintains a clear and accurate system of organization both individually and when working in a shared environment; completes daily and long-term tasks through effective prioritization and time management
- Strong communicator with a business acumen and the ability to develop effective KPIs and Communicates well both verbally and in writing with team members of all levels across the organization
- Strong proficiency in Microsoft Office products, especially Microsoft Excel.
- Proven ability to think strategically and tactically while also managing details

dashboards for review meetings.

- Audit existing HR Operation processes and create, develop and communicate best practices
- Help develop Total Rewards mix to attract, retain, and motivate key talent
- Maintain integrity of employee data in all HR systems.

Key Competencies

- Good communication and interpersonal Skills.
- Good Knowledge of MS excel.
- Attention to details and ability to prioritize.
- Excellent Customer service orientation.●
- Positive "can do" attitude, self-motivated

Personal Details

- Born on Jul 1983
- Married
- Living at Sec 1, Greater Noida (West)