

NIKITA SURVE

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8306677775

Ambaji Kadva Main Road, Behind
Gondal Road, Rajkot - 04



OBJECTIVE

To pursue a demanding role within a reputed firm with the approach to take up responsibilities to accomplish organizational goals where my skills and potentials are being utilized maximum.

EXPERIENCE

1 Oct 2020
- 31 March
2021

Consultancy services

HR recruitment executive

- Develop and update job descriptions and job specifications
- Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc
- Source and recruit candidates by using databases, social media etc
- Screen candidates resumes and job applications
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
- Act as a point of contact and build influential candidate relationships during the selection process
- Promote company's reputation as "best place to work"

INTERSHIPS

- Reliance Retail - 45 days SIP had been successfully completed with Reliance Retails, in which had analyzed understanding of shopper behavior and evaluated customer's experience at selected stores of Reliance Retail at Rajkot.

EDUCATION

2020

Marwadi education foundation group of institutions(GTU)
Masters of Business Administration (HR)
9/10

2018

Christ Arts, Science & Commerce college SU
Bachelors of Commerce
7.24/10

2015

Dholakiya Schools
H.S.C
54%

2013

Sunflower Schools
S.S.C
64%

PROFESSIONAL PROGRAMME

- Airport Management – 2015 – 2016
have undergone and successfully completed
Airport Management Program from CIAC with "A"
Grade.

PROJECTS

- **Multidisciplinary Action Project**
A Study on Effectiveness of Training" at Fomex Petpack Pvt. Ltd.
- **Comprehensive Project**
A Study on Perception about WLB at
Fomex Petpack Pvt. Ltd, Rajkot with special reference to Operational level Employee.

ACHIEVEMENTS & AWARDS

- Certificate for 2nd Rank – Industry Analysis Competition, 31st Jan, 2018.
- Certificate for participated in Management Webinar on "Mastering Skills for Job Interview".
- Certificate for participated in Management Webinar on "Reducing Errors in Decision making"
- Certificate of Appreciation – For Contribution in Event Management Team for VIVIDHA 2017

SKILLS

- Communication
- Decision Making
- Negotiation
- Team Work
- Excellent Verbal
- Power point presentation, Word

PUBLICATION

- **Operational level employee perception about WLB at Fomex Petpack Pvt. Ltd, Rajkot .**
Published in International Journal for Innovative
Research in Multidisciplinary field', Vol-6, Issue-6, June-2020.