

Nishi Kadecha

HR Executive

E-mail: chhipaninishi@gmail.com

LinkedIn: <https://www.linkedin.com/in/nishi-kadecha-993479202/>

Mob: +91-9974284763

Career Objective

To obtain the role in Human Resources Management coming with 2.5 years of experience and knowledge of organizational procedures, as well as proficiency in enhancing employee results.

Professional Experience Overview

- B.B.A., M.B.A. human resources with 2.5 year working experience in the HR Executive.
- Efficient leadership qualities with ability to control and manage the department and generating the best outcome.
- Ability to balance the employee relations with the management.
- Maintaining high morale within the staff, to keep up the spirit of quality work within the employees.
- Experience of drafting plans for employee training, development and monitoring the factual outcome for the organization
- Experience of managing staffing for department, and ability to identify the over-staffing and making measures to make appropriate amendment.
- Timely intervention to check out the quality of the work assigned and work efficiency in the employees.
- Planning activities to involve the employees to boost up their spirit from time-to-time.
- Monitoring and interacting with the employees and management regularly to understand the concerns and the key area to be amended for resolving the same.
- Excellent communication and inter-personal skills.
- Hard-working, dedicated and ability to work abiding the compliance.
- Efficient time-management skills giving importance to the employee satisfaction.

Educational Qualifications

MBA	: 7.36 CPI	Year of Passing : 2018
BBA	: 6.24 CGPA	Year of Passing : 2016
HSC	: 66%	Year of Passing : 2013
SSC	: 65.6 %	Year of Passing : 2011

Experience Overview

Organization : Hirpara Metal Products, Jamnagar.
Position : HR Executive
Duration : 4th august, 2018 to 30th July, 2020



Work Profile:

- Recruitment and selection of workers and employees.
- Induction and Training of new labour.
- Grievance handling.
- Maintain attendance and leave sheet.
- Handle office administration.
- Calculation of salary and wages.
- Performance management.
- Compensation and welfare activities of labour.
- Stock management and dealing with suppliers.

Organization : Optitech Engineers, Jamnagar.

Position : HR Executive

Duration : 01st October, 2020 to 28th February, 2021.

Work Profile:

- Maintaining the inquiry records.
- Responding inquiry calls.
- Corresponding with the prospects.
- Proposal generation under guidance.
- Maintain record of employees and clients.
- Administration.
- Performance management.
- Stock management.
- Coordination with employees and owners.

I solemnly declare that the given information is true to the best of my knowledge.

Nishi Kadecha

Signature



