

Nikita Dubey

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WORK EXPERIENCE

HR Executive

Aug 2023 – Dec 2023

Sun Infosystems | Remote

- Proactively sought out potential candidates, communicated job opportunities, and evaluated qualifications.
- Efficiently scheduled and coordinated interviews between candidates and hiring managers, ensuring timely availability and smooth communication.
- Maintained records of candidate interactions, including phone calls and interview arrangements, ensuring accurate documentation and easy retrieval of information.

HR Intern

July 2022 – Sept 2022

Edge CRM | Dombilvi

- Spearheaded full-cycle recruitment for front-end and back-end developer roles
- Conducted pre-screening interviews
- Successfully onboarded new hires and ensured a seamless integration into the organization.
- Organized employee engagement activities such as team events and social gatherings.

EDUCATION

Bachelor of Management Studies (BMS) – Human Resources

2020–2023

CGPA: 8.98

B.K Birla College, Kalyan

HSC

2019–2020

Grade: 76.31%

Tilak Jr. College, Vashi

SSC

2017–2018

Grade: 64%

Adarsh Vidyalaya, Dombilvi

CERTIFICATIONS

Develop Critical Thinking, Decision making and Problem Solving Skills

LinkedIn

HR Analytics

Udemy

SKILLS

Recruitment and Selection | Employee Relations | Onboarding | Employee Engagement | Excel | Powerpoint | Cultural Sensitivity and Diversity | Data Management | Communication | Leadership | Time Management | Adaptability | Problem Solving | Teamwork | Creativity

Languages

English | Hindi | Marathi