

NIKKY SINGH

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Address: 3rd Floor Krishnappa building, Nagondanhalli bus stop, Whitefield, Bangalore, Karnataka - 560066

Career Objective

Seeking a challenging position in Human Resources field where I can utilize my knowledge to contribute to the success of the company.

Experience

Company Name : Gateway Global Services Pvt. Ltd.

Designation : HR Recruiter

Duration : June 2023 – Present

Brief Roles and Responsibilities

- Evaluating applications against required qualifications.
- Screening and shortlisting suitable candidates for further assessment.
- Scheduling and conducting preliminary phone/video screening calls.
- Assessing candidates skills, experience, and fit.
- Keeping organized records of all applicants.
- Promptly responding to candidate inquiries.
- Collecting interviewer feedback after each discussion.
- Communicating next steps to candidates promptly.
- Extending job offers and negotiating compensation.

Company Name : SkillVertex (www.skillvertex.com)

Designation : Business Development Associate

Duration : October 2021 - March 2023

Brief Roles and Responsibilities

- Job posting on linkedIn to generate leads.
- Represent program and convince them to buy.
- Worked on CRM Software for calling, follow ups and creating pipelines.
- Cold Calling.
- Achieve sales target.

Company Name : Robokits India (www.robokits.co.in)

Designation : Sales Manager

Duration : August 2018 - March 2021

Brief Roles and Responsibilities

- Represent products in front of clients.
- Site visiting and price negotiation.
- Create purchase order list for new demand.
- Dealing with clients over call or in-person to understand their requirements
- Provide training to new sales interns.
- Make new clients.

Learning Skills

- Salary Structure & Tax Regime
- Basic Functions of Excel
- Advanced Excel (Sorting Data, Filtering Data, Lookups Function, Summarizing Data with Pivot Tables, Conditional Formatting & Data Validation)
- SAP HR (Organisational Structure, Enterprise Structure, Personnel Structure & Payroll Structure)
- Statutory & Legal Compliances (EPF, ESI, Bonus & Gratuity)
- HR Policies (Attendance Policy, Leave Policy, Reimbursement Policy & Retention Policy)

Educational Details

Degree	Institute Name	Percentage	Year
PG HR Course	Henry Harvin Education	-	2023
BE EC	Government Engineering College, Modasa	83.8	2018
HSC	Gyandeep High School, Ahmedabad	67.07	2014
SSC	Gyandeep High School, Ahmedabad	81	2012

Certifications

- Certified Advanced Excel Practitioner
- Certified HR Payroll Specialist
- Certified HR Generalist
- SAP HCM Training Course
- Certified Python HR Analyst
- Post Graduate Program in Human Resource

Hard Skills

- MS Office
- SAP HR Software
- Python Programming
- CRM Software

Soft Skills

- Communication Skills
- Leadership
- Teamwork
- Adaptability

Hobbies

- Playing Table Tennis
- Listening Music
- Watching Movies

Personal Details

Name : Nikky Singh
Father's Name : Rajmohan Singh
Date of Birth : 04 July 1996
Nationality : Indian
Languages Known : English, Hindi & Gujarati

I hereby declare that the details and information given above are complete and true to the best of my knowledge.