

NIKKY SINGH

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Career Objective

Seeking a Human Resources Executive role with an organization where I can use my interactive and inter-personal skills towards the development of the organization.

Experience

Company Name : Gateway Interglobe Services, Delhi

Designation : HR Executive

Duration : April 2023 – Present

Brief Roles and Responsibilities

- Managing end-to-end recruitment process, including job posting, sourcing, screening and interviewing candidates for various roles.
- Handling onboarding procedure and induction program.
- Arranging training programs for new hires.
- Handling employee queries and grievances, ensuring timely and effective resolutions.
- Maintaining employee records and updating HR databases.
- Maintaining attendance of employee.
- Providing Salary slip to employee.
- Conducting performance evaluations and providing feedback to employee.
- Preparing and presenting HR-related reports.
- Managing employee separation processes.

Company Name : SkillVertex, Bengaluru

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, Gujarat

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.

Skills

- Recruitment and Selection
- Onboarding and Training
- Employee Relations
- HR Policies and Procedures
- Performance Management
- Attendance Management
- Communication Skills
- Teamwork and Collaboration
- Leadership Skills

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

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

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