

# **RESUME**

**Nisha Rajput**

**Mob: 8400374722**

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## ***Objective:***

To work with an organization that offer challenges, responsibilities and decision- making opportunities where I can blend my functional and technical knowledge gained from experience for continuous growth and better career prospects.

## ***Work Experience***

- **Talent Acquisition ( june 2019 to present) in Prolific Systems & Technologies Pvt. Ltd Noida Sec-2**

## ***A Brief Synopsis***

- 3 years of experience in Human Resource.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Source and recruit candidates by using databases (Naukri.com, Linkedin, etc.),
- Plan and conduct new employee orientation.
- Develop and implement human resources policies and procedures.
- Develop and update job descriptions and job specifications
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
- Assess applicants relevant knowledge, skills, soft skills, experience and aptitudes
- Experience on profiles like iOS ,flutter, Android, Java, dotnet, Angular, Php, Digital marketing, NetworkEngineering,Automation testing etc.
- Monitor and apply HR recruiting best practices
- Process paper work for new employees and enter employee information into HR system.
- Verify attendance, hours worked, and pay adjustments, and post information onto designated records
- Keep track of leave time such as vacation, personal, and sick leave, for employees.
- Conduct verification of employment.
- Keeping stationary record.
- Conduct exit interviews.

**Educational Qualification:**

EXAM	YEAR	COLLEGE & BOARD	MAIN SUBJECT	MARKS %
MBA	2019	STEP-HBTI	HR& MARKETING	82%
BCA	2017	CSJMU	CS/IT	70%
Intermediate	2013	St. Lawrence Sr. Sec. Public School	PCM	60%
High School	2011	Subhash Academy	Science	79%

**Training:**

ORGANISATION	TRAINING TOPIC	DURATION	REMARKS
INNOSEVA	DIGITAL MARKETING	45 DAYS	How to be top on Google Search Page
ITC	HR	60 DAYS	Worked on live projects

**Strengths :-**

- Multitasking,
- Quick Learner
- Team Handling

**Personal Profile:**

Father's Name : Mr. Man Singh Rajput  
Date of Birth : 07/04/1996  
Nationality : Indian  
Marital Status : Single  
Language Known : Hindi, English  
Address : Mahagun Mansion, Indirapuram Ghaziabad, UP 201009

**Declaration:**

I do hereby declare that the above information is true to best of my Knowledge and belief and look forward to proving my competency and growth.

**Place: - Ghaziabad**

**Date: - \_\_\_\_\_**

**(Nisha Rajput)**