***NITIKA***

***Email ID:*** ***nitika.webcom@gmail.com***

***Contact No- 9555120342***

***CAREER OBJECTIVE***

***To become a part of the top management of successful organization.***

***WORKING EXPERIENCE***

 ***HR (Administration) (June 2011 to till date)***

***Company Profile:***

**WEBCOM** Technologies, an offshoot of Seascape Technologies Ltd., an ISO 9000-2001 Company is in the business for more than 12 years. It enjoys several Industry & Government affiliations and partnerships. The Company is involved in the business of imparting High-end training and software solutions. **WEBCOM** is one of the best training organizations in the country delivering high quality training on SAP- ERP, SAS, Embedded Systems, .net & java Technologies and other emerging technologies. Any education without befitting placement is like toothless, thus, **WEBCOM** centralized placement cell makes sure that every professional gets a befitting placement through **WEBCOM** and thousand of **WEBCOM**’s alumni are testimony to the same.

**PROFESSIONAL EXPERIENCE AND ABILITIES:**

* Updating work colleagues on business performance, new initiatives and related issues.
* Providing focus and direction to subordinates.
* Work scheduling that improves employee performance and reduces absenteeism.
* People management.
* Accuracy and attention to detail.
* Ability to work as part of a team.
* Sales and marketing of company product.
* Effective administrative procedures.
* Ensuring high levels of customer satisfaction.
* Good oral and written communication skills.
* Flexible, open to ideas and willing to learn.
* Counsel students about the company’s products and convince them to enroll.
* Keeping records of all enquires.
* Maintain record of student enrollments and emails details to the head office.
* Correspond with students regarding class schedule and issue study material.
* Co-coordinating with various placements agencies for placements of **WEBCOM** students as well as requirement of **WEBCOM** personals.
* Responsible for general office maintenance.
* Co-ordinate with the faculty for class schedule.
* Payment of all the bills on time.
* Preparing vouchers and maintaining accounts.
* Co-ordination with various corporate-HR departments for corporate trainings.

**HUMAN RESOURCES RECRUITER:**

A Human Resources professional with superior experience with multiple HR functions including : Recruiting, Evaluation & Placement, Benefit Administration and employee relations.

* Reviewed resumes, call candidates for interviews, interview candidates and check candidate’s references.
* Test Candidates on particular computer applications place candidates in a job that suits their skills and abilities and set up a job fair and screen resumes quickly.
* Sources resumes through job sites.
* Input and or assist with payroll and handle workers compensation and unemployment claims as necessary.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Level** | **Degree/Board, University** | **Year of** **Passing** | **Subjects/****Discipline** |
| **Post Graduation** | **MBA PGDM** **(IMT GZB)**  | **2015** | **HRM,****Business Management, Marketing** |
| **Graduation** | **B.com/ Delhi University** | **2013** | **Economics, English, Accounts** |
| **12th** | **CBSE** | **2010** | **Accounts, B.st, English** |
|  **10th**  | **CBSE** | **2008** | **Math’s, Science, Eng., Hindi.** |

**STRENGTHS, HOBBIES, INTEREST**

|  |
| --- |
| **Hobbies and Interest: Cooking, Gardening, Travelling, Internet Surfing, Doing work out****Strengths: Smart Worker, Good Team Leader, Motivator** |

**ACHIEVEMENTS AND CURRICULAR ACTIVITIES**

|  |
| --- |
| * Computer Skills: MS Office, Basics of OS (Win-Xp)
* Participated in quiz contests at school and college level.
* Done many stage performances (acting in a play, dancing, singing,) in college.
* Achieved many awards for excellent performances in games.
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**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Gender** | Female |
| **Date of birth** | 30/01/1992 |
| **Marital- Status** | Un-Married  |
| **Religion**  | Hindu |

***Declaration:***

 *Information stated above is complete & true to the best of my knowledge.*

**Date:**

**Place: Delhi (Nitika)**