**CURRICULUM VITAE**

***NIDHI PANDEY***

**E-mail:-** **nidhirv.pandey1989@gmail.com**

**Mob: - +91 9454717042**

**OBJECTIVE**

* Looking for a challenging job where I can prove myself and apply the knowledge to gain wide experience and satisfaction. I will be much pleased to work in globally competitive environment on challenging assignment, and make the best of my knowledge and skills in progress of the organization***.***

**PROFESSIONAL QUALIFICATION**

M.B.A. from G.B.T.U University in **HR** and **FINANCE** specialization.

**EDUCATIONAL QUALIFICATION**

* B.Com. from Sri Agrasen Kanya Autonomous P.G.College, Varanasi

(Affiliated to Veer Bahadur Singh Purvanchal University,Jaunpur in the year 2010.

* Intermediate from U.P. Board in the year 2007.
* High school from U.P. Board in the year 2005.

**COMPUTER QUALIFICATION**

* Basic Knowledge of Computer.

**SUMMER INTERNSHIP PROJECT**

* Completed six weeks summer training in ***NTPC*** on the topic of***“PERFORMANCE MANAGEMENT SYSTEM ”***

**WORK EXPERIENCE**

**Presently working with Bhasin Group as a HR Executive since from August 2012 to till date.**

***JOB RESPONSIBILITIES:-***

**Recruitment and Selection**

* Screening of Applications, Identification of prospective candidate, Short listing profiles.
* Conducting HR interview to assess the fitment into organization structure and monitoring their progress till confirmation.
* Preparing & presenting weekly recruitment report to top management, which comprise of total offers sent total Nos. of new Joinee and Total no. of vacant positions.
* Test Arrangement.
* Organizing and conducting interviews**.**
* Negotiating Salary & Finalizing Offers.
* Reference checks.
* Conducting all the joining formalities.

**Preparing all types of letters:**

* + - Offer letters.
    - Appointment letters.
    - Promotion letters.
    - Termination & Relieving letters.

**Induction:**

* + - To welcome the new joinee and giving the initial brief about the company.
    - Responsible for all joining documents to be filled by the new joinee.
    - To coordinate with the functional heads for the arrangement of assets for the new joinee.
    - Co-ordination with IT department for the email – id creation of the new employee.

**Salary:**

* Monthly payroll planning & processing
* Pay rolling and salary disbursement.
* Co-ordination with the accounts department for TDS of the employees.
* Preparation of Salary.

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STRENGTHS

* My honesty and will power.
* Positive thinking.
* Easily adjusted in group

**PERSONAL PROFILE**

Name: **Nidhi Pandey**

Father’s Name: Mr. Ramvilas Pandey

Date-of-Birth: 06-009-1989

Marital status: Single

Nationality: Indian

Languages Known: English, Hindi.

Home Address: K25/31 Ramghat,

Varanasi, Uttar Pradesh.

221001

Mobile: +91 9454717042,7668635350

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[**sweeny.pandey@gmail.com**](mailto:sweeny.pandey@gmail.com)

Hobbies: Net surfing, Listening song and Travelling.

DECLARATION

All the above given information are true in best of my knowledge.

**DATE :**

**PLACE : (NIDHI PANDEY)**

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