

NISHTHA PAL

HUMAN RESOURCE



+91 9953985842



nishthapal12@gmail.com



Raj Nagar Extension, Ghaziabad, U.P

About Me

Results-driven Human Resource Executive with 3+ years of experience in end-to-end recruitment, onboarding, employee engagement, performance management, and team leadership. Proven ability to streamline HR processes, foster a positive work environment, and manage cross-functional teams effectively. Adept at collaborating with senior management to drive organizational goals.

Experience

BALJ Services Pvt. Ltd. (Jan 2022 - Feb 2024)

Human Resource Executive

- Managed end-to-end recruitment, from job posting to onboarding, ensuring a smooth hiring process.
- Drafted and refined job descriptions and hiring criteria in collaboration with department managers.
- Developed and implemented effective recruitment strategies, improving hiring efficiency.
- Screened applications, conducted initial interviews, and coordinated hiring rounds with managers.
- Assisted in the offer process, including salary discussions, start dates, and incentives.
- Conducted onboarding, induction, and training sessions for new hires and interns.
- Organized and executed employee engagement activities to enhance workplace culture.
- Scheduled and coordinated meetings with higher management to align HR strategies.

Marquis Technologies (Mar 2024 - Present)

Human Resource

- Manages and oversees all stages of the recruitment process for both internal and client requirements.
- Works closely with department managers & clients to create detailed job descriptions and establish precise hiring requirements.
- Develops and applies effective recruitment strategies and methods tailored to the role, industry standards, and organizational needs.
- Supports the job posting and advertisement process to attract suitable candidates.
- Reviews applications to shortlist and select qualified candidates.
- Coordinates and schedules interviews with clients and internal department heads based on their availability, gathers feedback, and ensures smooth closure of the position.
- Partners with hiring managers and HR staff to finalize job offers, advising on salary packages, benefits, start dates, and other key details.

Education

2022 - 2024

Maharishi University of Information Technology (MUIT), Noida

- MBA (HR & Marketing)

2016 - 2019

Vivekananda College, University of Delhi

- B.Com

2015 - 2016

CBSE Board

- Intermediate (Commerce)

2013 - 2014

CBSE Board

- High School

Core Competencies

- Recruitment & Talent Acquisition
 - Employee Engagement & Retention
 - Team Leadership & People Management
 - Training & Development
 - Performance Management
 - Communication & Interpersonal Skills
-

Technical Skills

- Microsoft Office Suite (Word, Excel, PowerPoint)
 - Recruitment Portals (Naukri, LinkedIn, Indeed, etc.)
-

Interests

- Reading
- Traveling
- Exploring