

Ms. Nisha Pol

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Experience

Executive – HR

Marquis Technologies Pvt. Ltd. | Feb 2023 – Present

- **Talent Acquisition (Pan India & Overseas):** Managed end-to-end recruitment lifecycle including screening, interviews, salary negotiation, offer issuance, and onboarding follow-ups.
- **International HR Compliance:** Drafted and reviewed employment contracts (Germany, UK, Singapore, Netherlands, Canada, Korea) ensuring correct salary bifurcation and work permit compliance.
- **Policy Drafting:** Developed country-specific HR policies and work permit guidelines.
- **Documentation Management:** Created and processed HR documents like offer letters, termination letters, warning letters, transfer letters, and general HR communications.
- **Compensation & Benefits:** Explained and calculated CTC structures; managed domestic and international salary components.
- **Resignation & Exit Management:** Handled resignation processes, employee buyouts, full & final settlements, and departmental clearances.
- **Data & Compliance Management:** Maintained employee appraisal data, ensured HR compliance, and supported audits.
- **Employee Engagement:** Planned and executed team engagement activities and events to foster a positive workplace culture.

Executive – HR

- **Bhavani Shipping Services (I) Pvt. Ltd. (February 2022 – February 2023)**
- **Talent Acquisition (Pan India & Overseas):**
 - Handle end-to-end recruitment processes: screening, interview scheduling, conducting initial rounds, salary negotiation, and offer letters.
 - Ensure cost-effective hiring practices and follow up with candidates until joining.
- **Onboarding:**
 - Arrange pre-onboarding essentials: joining kits, seating arrangements, and formalities.
 - Conduct induction sessions, complete form submissions, and manage documentation.
- **Post-Onboarding:**
 - Prepare appointment letters and maintain employee master data.
 - Track probation progress and share reports with department heads.
- **Employee Engagement:**
 - Organize monthly engagement activities and address employee concerns.
 - Facilitate communication between employees and HODs
- **Data Management:**
 - Maintain accurate records of new employees and update employee databases regularly.

Senior HR Recruiter

- **SKM Jobs - (April 2019 - January 2022)**

- **Resume Screening & Evaluation:**

- Developed robust pre-screening methods to assess candidate qualifications and role alignment.

- **Interview Coordination:**

- Managed seamless coordination of all interview stages (phone, video, in-person) between candidates and hiring managers.

- **Social Media & Job Portal Management:**

- Optimized recruitment outreach by leveraging social media platforms and job portals to expand the talent pool and build pipelines.

- Provided exceptional guest service as the first point of contact for visitors, ensuring a positive experience.

- Managed security and telecommunications systems to maintain a safe and efficient work environment.

- **Education**

MBA	8.4CGP	DY. Patil University
BSC	80.56%	Mumbai University
HSC	54.56%	Maharashtra board
SSC	69.80%	Maharashtra board