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**Profile Overview**

* Managing core HR functions like talent acquisition, employee engagement, performance management, compensations, career coaching, retention policies and exit formalities, HR digitization, campus recruitments, campus relations
* Proven ability in developing specific job descriptions and sourcing quality candidates by effective screening and assessing applicants in coordination with stakeholders.
* Conducting annual salary reviews, developing MIS reports, analyzing them with the objectives, policies and procedures of the management and identifying variances with the plan and suggesting continuous improvements.
* Possess exceptional relationship management & negotiation skills with proven abilities in liaisoning with the external agencies;
* Promoting employees overall development and enriching their life cycle by creating a healthy and friendly work environment, thus enhancing operational efficiency and optimizing resource utilization

**Professional Experience**

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| **Organization** | **Designation** | **Tenure** |
| Omkar Realtors & Developers Pvt. Ltd. | Assistant Manager – HR | Nov 2016 – Sept 2018 |
| SBI-SG Global Securities Services Pvt. Ltd. | Assistant Manager – HR | Oct 2015 – Oct 2016 |
| S.N.Home Décor | Management Trainee – HR | May 2014 – Oct 2015 |
| Hindustan Construction Company Ltd. | Officer – HR | June 2010 – June 2012 |

**Key Career Highlights**

**Omkar Realtors & Developers Pvt. Ltd., Mumbai:**

* Initiated and executed digitalization of Human Resources in the organization
* Formed “Contact Program” – Pre-boarding program for the new joinees.
* Handling the entire employee onboarding program.
* Initiated the Buddy Program for all new joinees
* Handling the portfolio of Mediclaim, Group Term Life and Group Personal Accident policy for 2000 plus staff
* Organizing and ensuring execution of Great Place to Work session for all Senior employees
* Formed and executed “First Vibes” – An employee feedback sessions on one on one basis and grievance handling
* Designing Job descriptions for all departments in the organization.
* Recruiting, training and developing talent for key Project launch.
* Facilitating Focus Group Discussions for key HR policy interventions
* Initiated and executed HR Effectiveness feedback survey

**SBI-SG Global Securities Services Pvt. Ltd., Mumbai:**

* Recruited 34% of the total staff working with SBI-SG in a span of 10 months
* Reduced recruitment cost by using social networking media to recruit people through networking by 30%
* Design and delivery of all HR policies after effective best practices benchmarking.
* Recruiting, training and developing talent for key Project launch.
* Managing programs in the area of benefits, compensation, employee relations, training and development, performance management and organizational development
* Managing development of employees in their life cycle in coordination with organizational needs.
* Improved retention by implementing career progression and attractive reward and recognition systems.
* Improved training and development related processes, to include identification of training needs, design, delivery and evaluation of development programs.

**SN Home Décor, Thane**

* + Designed job description for all the functions.
  + Successfully managed the complete talent acquisition lifecycle as per strategic business plan of the Company.
  + Managed the process of planning, identifying, developing and implementing different strategies for recruiting manpower.
  + Independently handled the entire recruitment process (using different channels like job portals, reference generation, vendors, social websites like LinkedIn, etc.).
  + Planning, coordination and execution of various employee engagement activities.
  + Managed the tracking of attendance of all employees and leave calculation for salary computation.
  + Single point of contact for all resigned employees.
  + Conducted the Exit Interview and Exit Formalities
  + Employee grievance and redressal management
  + HR Policies & Procedurals clarifications to the Employees

**HCC Ltd., Mumbai**

* Prescreening and sourcing profiles for effective recruitment.
* Planning recruitment strategy for Middle management positions (Cost effective solutions of Networking, Advertisement, Referrals, Web postings, scheduled walk-ins etc).
* End to end execution of recruitment process for the Engineering and Construction Projects across India and abroad for junior as well as senior Technical and Non-Technical profiles
* Arranging Interview Schedules and conducting Qualifying Primary/Secondary/Eliminatory interviews as part of the Selection Panel
* Maintaining personal databank and building strong database or pool of resumes for future reference
* Coordinating with business heads and understanding the requirements for the new positions, handling the whole process of recruitment smartly in order to avoid the barriers faced during the recruitment process
* Following up on employee grievances and find solutions for the same after discussion with the management.

**Education**

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| **Qualification** | **Institute** | **Year of passing** |
| PGDM (Human Resources) | Mumbai Educational Trust, Bandra | 2014 |
| M.Com | SIES College | 2010 |
| B.Com (Banking & Insurance) | HR College, Churchgate | 2008 |

**Personal Details**

* **Date of Birth :** 15th September 1987
* **Languages Known :** English, Hindi, Marathi, Sindhi

**Certification Course**

Completed a course on The Fundamentals of HR Analytics