

NIKITA PRAJAPATI

HR OPERATIONS & PEOPLE OPERATIONS EXECUTIVE

CONTACT

- 📞 8800426725
- ✉ nikita2991999@gmail.com
- 📍 New Delhi, India
- 🌐 [linkedin.com/in/nikita-prajapati](https://www.linkedin.com/in/nikita-prajapati)

EDUCATION

2017 - 2020

UNIVERSITY OF DELHI

- Bachelor of Commerce (B.Com.)

2015 - 2017

SARVODAYA KANYA VIDYALAYA, NEW DELHI

- Senior Secondary (12th)
- GPA: 8 / 10

SKILLS

- HR Operations & Administration
- Recruitment Coordination
- Employee On-boarding & Documentation
- Background Verification & Compliance
- HR Data Management & Reporting
- Payroll & Invoice Processing Support

TOOLS & TECHNOLOGY

- MS Office (Excel, Word, Outlook, Teams)
- SAP SuccessFactors
- Concur
- CRM / Net CRM
- Google Docs & Google Calendar

LANGUAGES

- English (Fluent)
- Hindi (Fluent)

PROFILE

Detail-oriented HR & Operations professional with 4+ years of experience across HR operations, recruitment coordination, on-boarding, front office management, and business development. Strong hands-on exposure to end-to-end hiring support, employee engagement programs, HR data management, invoice processing, and stakeholder coordination. Known for process discipline, accuracy, and ability to operate effectively in fast-paced, compliance-driven environments. Actively seeking HR Operations / HR Executive / People Operations roles.

WORK EXPERIENCE

EBSCO Information Services

JULY 2022 - PRESENT

Front Office Executive

- Supported end-to-end recruitment activities for **100+ employees**, including candidate screening, interview coordination, and first-round interviews.
- Designed and executed a **6-month Buddy Interaction Program for 30+ new hires annually**, improving onboarding experience and employee engagement.
- Managed onboarding documentation, ID verification, access card validation, and compliance records for 100+ employees.
- Maintained HR and financial data records for **80+ employees** across internal systems including HRIS and CRM.
- Processed, tracked, and reconciled **150+ invoices Monthly**, supporting payroll and accounting operations.
- Generated monthly and quarterly HR and operational reports to support management decision-making.
- Coordinated all **80+ employee engagement initiatives and corporate events** annually to enhance workplace culture.
- Handled front office operations including logistics, scheduling, calendar management, correspondence, and visitor coordination.
- Acted as a coordination point between HR, finance, operations, and external stakeholders.

Planet Spark

Dec 2021 - June 2022

Business Development Consultant

- Built and maintained **25+ long-term client relationships**, driving customer satisfaction and retention.
- Generated, **10+ qualified**, and managed sales leads through structured follow-ups.
- Conducted market research to identify new business opportunities and trends.
- Supported scheduling, invoice processing, and administrative coordination.
- Worked in a high-volume, performance-driven environment requiring strong communication and multitasking.