

NIKITA

+91-7678155042 | nikita1708singh@gmail.com | <https://www.linkedin.com/in/nikita1708/>

CAREER OBJECTIVE - Results-oriented HR Executive with 2 years of experience in managing end-to-end HR operations including onboarding, statutory compliance (PF & ESIC), and employee lifecycle processes. Strong expertise in HRMS (GreytHR), HR documentation, and compliance management with a focus on operational efficiency, accuracy, and employee satisfaction.

WORK EXPERIENCE

Corporate Infotech Pvt. Ltd. - HR Executive

(July 2024 - Present)

- **Managed end-to-end employee lifecycle** processes from onboarding to exit management.
- **Administered HRMS (GreytHR)** including employee profile creation, data management, leave records, and attendance tracking.
- **Executed onboarding formalities** including document verification, joining documentation, induction coordination, asset allocation, and system access setup.
- **Administered employee exit formalities and interviews**, ensuring compliance with company policies and accurate documentation.
- Managed and maintained **employee insurance records, ESIC data, and engagement calendars** to ensure timely processing and adherence to statutory requirements.
- Maintained accurate **employee database** and ensured **audit-ready HR documentation**.
- Handled **employee grievances** and resolved HR-related queries in coordination with internal departments.
- Managed **Police Clearance Certifications (PCC)** and **coordinated background verification** processes through external vendors.
- Supported **employee engagement** initiatives and **Reward & Recognition programs**.
- Assisted in implementation and updates of **HR policies and SOPs**.

Corporate Infotech Pvt. Ltd. - HR Intern

(Apr 2024 - Jun 2024)

- Supported the IOCL project at CIPL by recruiting and onboarding 300+ employees.
- Handled end-to-end onboarding communication, document collection, and HRMS uploads.
- Verified candidate credentials, employment history, and compensation details.
- Prepared salary annexures, analyzed CTC structures, and assisted in salary negotiations.
- Coordinated offer letter issuance in line with company policies and compliance.

SunExpress Logistics (India) Pvt. Ltd. - Operations Intern

(Jun 2023 - Sep 2023)

- Gained hands-on experience in customs clearance and freight forwarding by streamlining documentation, coordinating stakeholders, and monitoring shipments to improve efficiency and reduce delays.

ACADEMIC BACKGROUND

Amity University, Noida	M.A. Economics	CGPA: 7.67	2022-2024
University of Delhi	B.A. Economics	CGPA: 7.33	2019-2022

TECHNICAL SKILLS - HRMS (GreytHR), Leave & Attendance Management, Employee Database Management, HR Documentation & Record Keeping, Background Verification, HR Audit Support, MS Excel (VLOOKUP, Pivot Tables, Data Reporting)

SOFT SKILLS - Communication, Stakeholder Management, Time Management, Problem Solving, Conflict Resolution, Attention to Detail, Adaptability, Multitasking, Confidentiality Handling, Process Orientation

PROJECTS

- Trade Dynamics of the Textile Sector between India and BRICS Nations (2024)
- Logistics Business and International Trade - Indian Logistics Industry (2023)

CERTIFICATIONS & ACHIEVEMENTS

- HR Analytics - Udemy (2025)
- HR People Analytics - Udemy (2025)
- Best HR of the Quarter - March 2025