

Shivam Nishad

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SUMMARY

A dedicated and adaptable professional with hands-on experience in both HR and Operations through a recent internship. I've developed skills in recruitment, onboarding, and employee engagement, along with streamlining administrative processes for operational efficiency. My experience includes coordinating interviews, managing employee records, supporting payroll processes, and enhancing daily office workflows. With a keen eye for detail and a proactive approach, I aim to contribute to HR and Operational functions that drive organizational growth and employee satisfaction.

WORK EXPERIENCE

HR and Operations Intern

Growth Alleys, New Delhi

June2024 - August2024

- Assisted in the recruitment process by coordinating job postings, reviewing applications, and scheduling interviews.
 - Supported the onboarding of new employees, including conducting orientation sessions and managing documentation.
 - Collaborated with the operations team to streamline administrative workflows, enhancing overall efficiency.
 - Assisted in tracking and managing employee attendance, payroll processing, and maintaining personnel records.
 - Contributed to organizing employee engagement programs and team-building events.
 - Provided operational support by monitoring inventory, coordinating vendor communications, and managing daily office tasks.
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EDUCATION & CERTIFICATIONS

Bachelor of Business Administration

School Of Management Sciences, Lucknow

2022-2025

Associate in Project Management Certification

Great Learning

Business Analysis & Process Management Certification

Coursera

Microsoft Excel Certification

Great Learning

ADDITIONAL INFORMATION

- **LANGUAGE :** English, Hindi
- **SKILLS :** Recruitment, Relations, Documentation, Compliance, Optimization, Coordination, Inventory, Logistics, Analysis, Communication, Problem-solving, Time-management, Collaboration, Detail-oriented