

# Nidhi Rami

SE-45, Khalifa City, Abu Dhabi, UAE | +971568370452

Linked in: <https://www.linkedin.com/in/nidhi-rami-367793141/> | E: [raminidhi5@gmail.com](mailto:raminidhi5@gmail.com)

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## PROFESSIONAL SUMMARY

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- 3+ years of experience in full life cycle of Domestic and IT & Non-IT Recruitment (Analyzing requirements, sourcing profiles, screening resumes, short listing candidates, scheduling and organizing interviews).
- Have good, detailed knowledge and experience on job site (Naukri India, LinkedIn, Indeed, Times Jobs, Shine etc.)
- Hired candidates for E-commerce, IT (Software/Hardware Networking, Digital Marketing, IT/ Non-IT Industry).
- Experience in Campus recruitment, bulk hiring, Salary negotiation, Joining and exit formalities (Preparing offer letter, appointment letter, experience letter, relieving letter, FNF), Background verification,
- Attendance Management for **PAN India, Singapore, Malaysia, Dubai** through Excel
- **Payroll** through **ZOHO Payroll, Skyward** (custom) **Visa process** (UAE/US)
- Experience in **International Recruitment** for **Africa, UAE** (with Onboarding through F&F), US & Pan India.

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## CORE PROFICIENCIES

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|---------------------------|-------------------------------------|----------------------|
| ❖ Effective Communication | ❖ Business understanding            | ❖ Team Player        |
| ❖ Relationship-building   | ❖ Professional and ethical behavior | ❖ Culture Management |
| ❖ Adaptability Skills     |                                     | ❖ Decision-making    |

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## EXPERIENCE

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### ✚ Sr. HR Executive | Enlightvision Technologies Pvt Ltd.

Ahmedabad, Gujarat (March 2022 - August 2022)

- Sourcing, screening, and shortlisting resumes through various free job portals (Indeed, LinkedIn etc.) or else internal reference, head hunting (Hybrid App Developer, Desktop & Web application Developer Etc.)
- Posting job on various job portals and following up with the candidates.
- Short listing resumes based on desired skills and experience.
- Maintaining Excel sheet with all the candidate's data.
- Conducting all rounds of telephonic, Video Calling and Personal interviews.
- Final salary discussion.
- Preparing offer letter, appointment letter and joining formalities.
- Collecting all the required documents related to education, Id proofs, past employer experience letter.
- Brief Induction program: about the company, General HR admin policies.
- Encouraging participation of employees and conducting in various organizational activities.
- Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
- Event Management
- Cash Management
- Payroll through **ZOHO Payroll Portal**
- Good knowledge in of preparing **Documents Preparation** for **H1B/B1B2 visa**.

## ✚ Sr. HR Executive | N R Doshi & Partners LLP | Cyber Design Ind Pvt Ltd

Ahmedabad, Gujarat (Nov 2019-Mar 2022)

- Recruitment (IT (Software Development, Testing, H&N, Digital Marketing) & Non-IT (Accounts, Audit, VAT, Admin Etc.) For **PAN India & UAE**)
- While screening the suitable candidates for the job requirements, I have used various IT job portals like Naukri, Times Jobs, indeed, LinkedIn based upon the responses screening profiles and checking eligibility criteria and schedule the interviews.
- Posting the job requirements on job portals like Dice, and on other social networking websites like LinkedIn, indeed, Naukri etc.
- Poster Making (Events, Birthdays, Announcements, Job Posting, Increments)
- Screening resumes with respect to the given primary and secondary skill sets.
- Interview Coordination, profiles screening, checking eligibility criteria, and interview scheduling, based up on the feedback processing further rounds interviews.
- Updating status report every day and maintained weekly and monthly database (offer status, interview slots).
- Conducting Technical, HR round for the selected candidates and scheduling their meetings.
- Attendance Management for **PAN India, Singapore, Malaysia, Dubai** through Excel
- KPI Designing in **ZOHO People**.
- Experience working on in contract, contract-to-hire, and permanent positions
- Experience in Campus Hiring Freshers
- Training & Development through Online & Offline
- Employee Communication & Grievance Management
- Good knowledge in of preparing visa for UAE
- Good knowledge and experience working on US tax term W2/109

### Education

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- **Master's In Business Administrator**, KSV University, Gandhinagar, Gujarat 2019
- **Bachelors in Business Administrator**, HNGU University, Patan, Gujarat, 2017
- **Diploma in Banking & Insurance**, HNGU University, Patan, Gujarat, 2017

### Strengths

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- Good Leadership qualities.
- Positive Attitude
- Analytical & Problem-Solving Approach
- Eager to learn modern technology
- Self-Motivated
- Team Handling

### Personal Info

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- **DOB**- 08-04-1996
- **Languages known**: English, Hindi, and Gujarati
- **Hobbies**: Singing, listening to music, playing badminton, watching documentaries.