

# Nivedita Tak

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## PROFILE

Detail-oriented HR professional with hands-on experience in recruitment, employee relations, and HR operations. Proven track record in managing onboarding processes, payroll, and compliance tracking. Strong communication and interpersonal skills with a passion for fostering a positive workplace culture.

## EDUCATION

<b>MBA</b> <i>Maharishi Dayanand Saraswati University</i>	2025 <i>Ajmer, Rajasthan</i>
<b>B.Com</b> <i>Maharishi Dayanand Saraswati University</i>	2022 <i>Ajmer, Rajasthan</i>
<b>Secondary High School</b> <i>Queen's Marry Girls School</i>	2019 <i>Ajmer, Rajasthan</i>
<b>High School</b> <i>Shri Pragya Public Sr. Sec School</i>	2017 <i>Bijainagar, Ajmer</i>

## EXPERIENCE

<b>HR Intern</b> <i>Dainik Bhaskar</i> <ul style="list-style-type: none"><li>Assisted in recruitment operations, including posting job openings, screening candidates, and scheduling interviews.</li><li>Supported the HR team in onboarding processes for new hires.</li><li>Managed employee records and tracked attendance and leave management.</li><li>Gained hands-on experience in payroll processing and compliance tracking.</li><li>Coordinated employee engagement initiatives and performance reviews.</li><li>Organized employee training and development programs.</li></ul>	January 2024 – December 2024 <i>Ajmer, Rajasthan</i>
<b>Cashier</b> <i>ICICI Bank</i> <ul style="list-style-type: none"><li>Managed cash handling and transaction management according to bank standards.</li><li>Provided exceptional customer service, addressing inquiries and resolving issues.</li><li>Demonstrated accuracy in managing financial transactions to ensure compliance.</li><li>Cross-sold banking products and services to meet customer needs.</li><li>Utilized banking technology and software for efficient transaction processing.</li><li>Handled customer concerns and complaints professionally, ensuring satisfaction.</li></ul>	November 2022 – November 2023 <i>Ajmer, Rajasthan</i>
<b>Telecaller</b> <i>Flipkart</i> <ul style="list-style-type: none"><li>Communicated Flipkart's product details and policies effectively.</li><li>Influenced purchases through persuasive communication.</li><li>Resolved customer inquiries and concerns efficiently.</li><li>Maintained professional phone etiquette for friendly interactions.</li><li>Utilized CRM and call center tools for effective customer management.</li></ul>	April 2022 – October 2022 <i>Ajmer, Rajasthan</i>

## SKILLS & CERTIFICATIONS

**Skills:** Recruitment, Employee Relations, HR Operations, Training and Development, Digital Marketing, Microsoft Office, Graphic Designing, Communication

**Certifications:** Graphic Design in Photoshop, MOOC on Wildlife Naturalist, MOOC on Introduction to Photography, MOOC on English for Personal and Professional Development, Basic Computer Certificate (RSCIT), PMKVY FTCP (Field Technician Computing and Peripherals) Certificate

## INTERESTS

- Photography, Traveling, Learning new technologies, Volunteering for social causes.