

Nitisha

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Professional Summary

Dynamic HR and Talent Acquisition professional with 7+ years of experience in end-to-end recruitment, HR operations, employee engagement, and training. Proven track record of hiring across technical, non-technical, healthcare, and international domains. Skilled in stakeholder management, onboarding, and grievance handling. Recognized for building strong relationships, driving process improvements, and delivering results in fast-paced environments.

Core Competencies

- Talent Acquisition (Technical, Non-Technical & Healthcare)
- Recruitment Strategy & Employer Branding
- Employee Relations
- Training & Development
- Vendor & Client Management
- Performance Management
- Onboarding & Induction
- Employee Grievance Handling

Professional Experience

Pacific Asia Consulting Expertise – Talent Acquisition Manager

Mar 2025 – Aug 2025

- Recruited specialist doctors (Neurologists, Neurosurgeons, Super-Speciality Doctors) as per client requirements.
- Managed end-to-end recruitment lifecycle: sourcing, screening, credential verification, interviews, offer negotiation & onboarding.
- Built strong relationships with healthcare professionals and clients, ensuring smooth coordination.

- Maintained candidate database and provided career guidance on roles and relocation.

VenturePact – Talent Acquisition Specialist

Jun 2022 – Aug 2023

- Partnered with hiring managers to understand staffing needs and design accurate job descriptions.
- Sourced candidates via job boards, social media, networking, and professional associations.
- Managed recruitment logistics, assessments, and candidate engagement.
- Conducted background checks, extended offers, and facilitated smooth onboarding.
- Recruited across technical and non-technical roles, ensuring high-quality hires.

Allengers Infotech – Senior HR Executive

Oct 2021 – Jan 2022

- Supported HR policies, employee relations, and recruitment.
- Handled onboarding, grievance redressal, and employee engagement activities.
- Recruited for technical, commercial, and export department roles.
- Conducted training, employee recognition programs, and compliance checks.

Teleperformance – Talent Acquisition Executive

Jan 2020 – Oct 2021

- Managed end-to-end recruitment for domestic & international processes.
- Coordinated with top clients (Samsung, Flipkart, RBL, Tata Sky, Asian Paints).
- Led a team of 4 recruiters and managed vendor empanelment.
- Achievement: Awarded Best Recruiter for Samsung Process.

Shree Balaji Management Consultants (SBMC) – Senior HR Executive

Oct 2018 – Oct 2020

- Managed internal & client hiring, including US IT recruitment.
- Supervised a team of 3 HR executives.
- Designed job descriptions, sourced candidates, and conducted interviews.
- Delivered training programs, inductions, and performance appraisals.

Hi-Tech Soft Consultancy Services – Sales Head

May 2018 – Oct 2018

- Conducted market research, generated new business, and managed client relationships.
- Negotiated deals, managed presentations, and represented the company at events.

Tata Business Support Services – Customer Care Executive

Jan 2016 – Apr 2018

- Handled L2 escalations and provided first-time resolution.
- Received appreciation for innovative problem-solving and client satisfaction.
- Improved customer experience through process enhancements.

Education

- B.Tech (Electronics & Communication) – Indus International University, 2014
- Intermediate (PSEB), 2010
- High School (PSEB), 2008

Key Skills & Attributes

- ✓ Strong Work Ethics & Positive Attitude
- ✓ Flexible, Quick Learner & Confident Communicator
- ✓ Compliance & Performance Management
- ✓ Energetic, Dedicated & Team-Oriented