

NIKHIL DWIVEDI

Address: Bilaspur, Chhattisgarh

Mobile: +91-6355268413

Email: nikhildwivedi061@gmail.com

Date of Birth: 19/08/1999

PROFESSIONAL SUMMARY

MBA (HR) professional with 2+ years of experience in HR operations, recruitment, payroll, statutory compliance, employee lifecycle management, and sales. Skilled in Advanced MS Excel, ATS/HRIS, CRM, customer relationship management, onboarding, and team coordination.

KEY SKILLS

HR Operations • Recruitment • Talent Acquisition • Payroll • Attendance & Leave • PF/ESI/TDS • HR Documentation • Employee Relations • ATS • HRIS • Advanced MS Excel • MIS Reporting • CRM • Sales • Lead Generation • Customer Service • English • Hindi.

WORK EXPERIENCE

Sales Executive – ACC Cement Plant, Katni, Madhya Pradesh

01 January 2026 – 04 April 2026

- Managed customer interactions and sales activities.
- Built client relationships and generated sales leads.
- Coordinated order processing and customer support.
- Worked with internal teams to ensure timely delivery and customer satisfaction.

HR Executive – Pratham Hospital, Bilaspur

December 2024 – December 2025

- Managed attendance, leave, payroll, onboarding, and employee records for 100+ staff.
- Ensured PF & ESI compliance and HR documentation.
- Conducted induction and resolved employee queries.

HR Recruiter – Technoza India, Indore (3 Months)

- Candidate sourcing, screening, interview scheduling, and hiring support.

HR Intern – SG Gurukul Ltd., Indore (3 Months)

- HR administration, documentation, ATS updates, and employee engagement support.

EDUCATION

MBA in Human Resource Management – Pandit Shambhunath University, Shahdol (2021–2023)

Bachelor of Commerce (B.Com) – APS Rewa College (2019–2021)

Higher Secondary (MP Board) – 2017

High School (MP Board) – 50%

CERTIFICATIONS

- HR Operations Training
- Advanced MS Excel for HR Professionals