

Nikunj Ramoliya

HUMAN RESOURCES EXECUTIVE

Address:- Rajkot

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ABOUT ME

Detail-oriented and people-friendly HR Executive with knowledge of recruitment, onboarding, and basic HR operations. Eager to support employee engagement and ensure smooth HR processes while learning and growing in the field. Quick learner, passionate about compliance, and committed to continuous professional development in the field of HR.

WORK EXPERIENCE

Human Resources Executive intern At *Digitological Pvt Ltd* **April 2025 - Aug 2025**

- Supported end-to-end recruitment cycle including sourcing, screening, and scheduling interviews. Monitored performance using Google Analytics and Search Console.
- Assisted in preparing offer letters, joining formalities, and maintaining employee records.
- Helped with onboarding new hires, collecting documents, and conducting induction sessions
- Maintained and updated the HRIS database (Excel & Zoho People).
- Supported drafting HR policies, leave tracking, and basic payroll coordination.
- Hands-on with onboarding, policy drafting, and maintaining employee records.
- Handled employee queries related to attendance, leave.

PHP developer Netclues Technologies Pvt. Ltd. **Feb 2023 - Jun 2023**

- Coordinated project tasks, ensuring adherence to engineering standards and regulations.
 - Conducted comprehensive project analyses, identifying and rectifying discrepancies in engineering designs.
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EDUCATION

B.Tech - ICT (Information Communication and Technology) **Jun 2019 - Jun2023**
MARWADI UNIVERSITY - MORBI ROAD RAJKOT

11-12 Science **2017-2019**
SHREE SARDAR PATEL VIDHYA MANDIR - RAJKOT

10 S.S.C EXAM **2016-2017**
NEW ALPHA VIDHYA MANDIR - BHESHAN

SKILLS

- Recruitment & Selection
 - HR Operations & Documentation
 - Onboarding & Exit Formalities
 - HRIS Tools (Zoho, Keka – beginner)
 - MS Excel
 - Employee Engagement Activities
 - Knowledge of Labour Laws (Basic)
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ADDITIONAL INFORMATION

- **Strengths:** Good Communication & Interpersonal Skills, Quick Learner and Team Player
Organized and Detail-Oriented, Problem-Solving Attitude
- **Languages:** English, Gujarati, Hindi

Certifications: Certificate in HR Management – Udemy, POSH Awareness Training – Internal Workshop.