

AVANTIKA NIGAM

HR Specialist

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CAREER OVERVIEW

Experienced HR professional with expertise in recruitment, onboarding, employee relations, and background verification (BGV) checks. Skilled in administering hiring processes, conducting induction programs, and ensuring seamless workforce integration. Seeking to further develop as a well-rounded HR Manager at a leading organization.

EXPERIENCE

HR Specialist

Infosys

📅 Nov 2016 - Present 📍 Noida, India

- Managed the seamless onboarding process for over 200+ new hires weekly, ensuring efficient and smooth integration.
- Collaborated with the CCD and facility teams to organize essential equipment, including 1000+ laptops and refreshments for new hires every quarter.
- Streamlined HR processes by creating and assigning unique employee identification numbers for over 1,000+ employees quarterly.
- Facilitated new hire integration through 50+ field-specific sessions in partnership with leadership and HR business partners.
- Designed and executed comprehensive induction plans covering over 1,000+ new hires quarterly, improving onboarding experience and employee engagement.
- Led goal-setting initiatives for 500+ employees, performing regular audits to ensure 100% compliance.
- Generated and maintained monthly HR reports analyzing data from 1,000+ employees, providing insights for strategic decision-making and driving organizational success.
- Prepared and verified detailed BGV reports for 500+ candidates weekly, ensuring compliance by validating educational and work experience documents.
- Prepared and analyzed daily, weekly, and monthly recruitment reports tracking progress, trends, and informing decision-making.
- Managed and led weekly team meetings with 30+ members, fostering collaboration, aligning goals, and ensuring productive discussions.
- Implemented an effective onboarding program that significantly enhanced employee retention, boosting retention rates year-over-year.
- Conducted client meetings to gather requirements, address concerns, and provide updates on recruitment and onboarding processes, ensuring alignment with client expectations.
- Led the onboarding of 1000+ candidates in three months, resulting in increase in workforce efficiency and team performance.

Intern - Recruitment & Selection Process

PNB MET LIFE

📍 Kanpur, India

- Study Focus: Understanding employees' perceptions of the recruitment and selection process.
- Objective: To assess the practical applicability of theoretical knowledge gained about recruitment and selection.

EDUCATION

MBA (Human Resource and Finance)

Kanpur Institute of Technology

📅 2016

B.COM

M.L.K.P.G College

📅 2014

Higher Secondary

Balarampur Modern Inter College

📅 2011

Secondary

Janta Inter College

📅 2009

SKILLS

- Proficient in **Microsoft Office Suite** (Excel, Word, PowerPoint).
- Strong **leadership, team management, team-building and problem-solving skills**.
- Excellent **written, oral communication, and presentation skills**.
- Expertise in **employee engagement, HR program development, and event management**.
- Skilled in **background checks, pre-employment screening, and onboarding orientation**.

CERTIFICATIONS

- [Generative AI Landscape](#).
- [HRO Recruitment](#).
- Diploma in Computer Application

ACHIEVEMENTS

- Recognized as an I-Star Performer at Infosys in 2018 and 2023 for outstanding contributions.
- Received multiple Reward and Recognition awards at Infosys in 2017, 2022, 2023, and 2024 for exceptional performance and dedication.
- Participated in an IT program organized by NIIT at the school level, demonstrating early interest in technology.