

# Nishtha Kashyap

✉ nisthakashyap123@gmail.com ☎ 9821546250 📍 Faridabad, India

## 👤 PROFILE

Detail-oriented and technically skilled professional with a background in Human Resource Management and experience with Mednet software. Proficient in organizing meetings, conducting training, and supporting software implementation. Equipped with strong skills in employee development, strategic HR practices, and effective communication. Seeking to leverage expertise in HR management and operational support to contribute to organizational success and team growth.

## 🏢 PROFESSIONAL EXPERIENCE

- HR Executive, Batra Heart & Multispeciality Hospital** 09/2023 – Present  
Faridabad, India
- Utilized Mednet software for daily operations.
  - Assisted in organizing and coordinating meetings and events.
  - Conduct Induction and Training sessions for employee
  - Managed end-to-end recruitment processes
  - Developed job descriptions and conducted interviews to select top talent.
  - Conducted background checks and reference verifications to ensure quality hires.
  - Streamline hiring processes.

## 🎓 EDUCATION

- Bachelor's of Business Administration,**  
*Institute of Management and Technology* 2020 – 2023  
Faridabad, India  
Completed a Bachelor's degree in Business Administration, with a focus on core business principles, management strategies, and organizational behavior.
- Senior Secondary, Lingayas Public School** 2019 – 2020  
Faridabad, India  
Completed coursework in Business Studies, Economics, and Accountancy, providing a solid foundation in financial and economic principles.

## 🧠 SKILLS

Software Proficiency

Training & Development

Organizational Skills —

Communication

Problem-Solving

Team Collaboration

Attention to Detail

## 🔑 INTERESTS

• Book Reading

• Travelling