

CURRICULUM VITAE

MRS.NIDHI JAIN
(B. Com, M. Com, MBA (HR)

Current Address: *Flat No: 101, First Floor, Lotus Residency, Next to Refine Academy School, Prajapati Vihar, Mansarovar, Jaipur-302020.*
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OBJECTIVES:

Position required innovative, challenging employment that will utilize my educational and professional skills and offer advancement opportunities.

PROFESSIONAL EXPERIENCE:

Worked with Mahima Real Estate Pvt. Ltd as Asst. Manager (Operations) from May 2006 to Oct 2008

Worked with Bharti Hexacom Ltd. (Airtel) as QRC Executive from March 2003 to March 2005

ACADEMIC EXPERIENCE:

Currently associated with Poddar Group of Institutions as Group-HR since September 2022 to till date.

Worked with Jaipuria Group of Institutions (Jaipur Campus)- NBA Accredited and Approved by AIU Institution as Programme Office Sr. Executive. Since September 2021 to till August 2022.

Last worked with Jaipuria Group of Institutions (Indore Campus) –NBA Accredited and Approved by AIU Institution as Programme Office Sr. Executive. Since Oct 2015 to June 2019.

Worked with Poddar Group of Institutions as HR Manager cum Counselor since Oct 2010 to December 2013.

Worked with P.D Jewellery Designing Institute as HR Manager, Counselor & Administration (Officer) for 1 Years from September 2009 to September 2010

CURRENT JOB PROFILE:

Position Title : - Group-HR
Reporting to : - Chairman & Vice Chairperson
Location : - JAIPUR (INDIA)

LAST JOB PROFILE: -
Position Title :- SR. EXECUTIVE-PROGRAM OFFICE
Reporting to :- DEAN ACADEMICS

CURRENT JOB RESPONSIBILITIES:

Hr Management & Recruitment:

- Assessment of the employees /staff members
- Floating the advertisement
- Application proceeding of the interview
- Call for interview/Organizing interviews
- Selection process of candidate
- Offer & appointment letters to new staff members
- Induction program & orientation program
- Hand over kit-Work profile
- Preparation and issuing of various letters like Appointment, offer, reliving, internship letters.

Reporting & Appraisals rules:

- Maintain files for staff members including testimonials +resumes(bio data)+ address proof +id proof+ 1 photo+Duty/responsibility
- Assignment & maintain daily/weekly reporting from all the staff members
- Faculty & staff reporting
- Appraisal Format
- Daily leave record & receiving leave application
- Circulating HR Circulars

Academic Duties:

- Counseling the students for Admissions.
- Maintaining the data of the students.
- Taking Follow ups for the admissions.
- Looking after the admissions of the students from filling the forms till the fees is deposited.
- Preparing files &Taking Affiliation from Universities & affiliating bodies like AICTE,RTU, Rajasthan University, VMOU, NIOS & many more.

Examination Cell Duties:

- Working as the Assistant Supervisor in the Competitive exams like UPS, SSC, IBPS, JEE, CPT,Bank PO,RAS,IAS and many more such related exams.
- Working as invigilator in the Rajasthan University exams and also as a supervisor for the same.
- Conducting the exams on regular basis for Competitive & Rajasthan University Exams

JOB RESPONSIBILITIES:

- Accreditations & Approvals
- Academic Registration
- Session scheduling
- Student handling and satisfaction
- Convocation
- Exams & Results
- Interacting with Faculties and Visiting Faculties
- Student Management

Preparing Presentations for Director and Dean

JOB RESPONSIBILITIES:(PD Institute)

- Managing the staff of 25 people.
- Looking after the administration of the entire institute.
- Controlling all the activities related to the HR Dept .like: Managing the attendance record of the entire staff, issuing the appointment letters & handling all the responsibilities of the institute being the HR MANAGER & ADMINISTRATION (OFFICER)

JOB RESPONSBILITES: {Mahima Real Estate}

- Generating reports on daily basis
- Collection of money from the customers as per daily schedule.
- Preparing all the legal documents related to the concern projects .
- Looking after the registry part of the shops, offices & flats
- Looking after the co-ordination between the banks & the clients for loan schemes & handling all the formalities for the same.

JOB RESPONSBILITES: {Hero Mind Mine}

- As a Trainer instructed students for English Speaking {Language}

JOB RESPONSBILITES: {Airtel}

- Generating value added services reports on daily basis
- Handling Call Back Team as a Vas Specialist

- Solving customer'squeriesregarding:

1. Network Issue
2. Vas Activation & Deactivation
3. IVR barring & unbarring
4. Service related issue
5. Activation & Deactivation of GPRS, MO & MMS

APPLICATION AREAS:

1. Reducing Repeat Calls.
2. Reducing customers complains per sub.

QUALIFICATION;

- Secondary from India International School in 1997-1998 with 63.4%
- Senior secondary from India International School in 1999-2000 with 52%
- Graduation from Kanodia Collage in Commerce, 2003 with 48%
- Post Graduation from Rajasthan University in A.B.S.T in 2005 with 54.77%
- MBA – HR in Jan 2012with 60%

ACHIVEMENTS:

- Was awarded for the best collection of 2.50 Crores Rupees in September 2008 (Target Basis)
- Was Awarded as "**Star of the October month 2005**" in **Bharti Hexacom Ltd**{Airtel}
- Was awarded as best speaker in **Inter School Debate Competition.**
- Won 1st Prize in quiz competition.

PERSONAL DETAILS:

Date of Birth	:	May 21st, 1982
Marital status	:	Married
Nationality	:	Indian
Husband name	:	Varun Bhardwaj
Occupation	:	Assistant Professor-Amity University Jaipur (Chartered Accountant)
Fathers name	:	Mr. Harinder Kumar Jain
Occupation	:	Advocate
Mothers name	:	Mrs. Anita Jain
Children	:	Vivaan Bhardwaj
Occupation	:	Home maker
Lang. Known	:	Hindi, English, Local & Punjabi
Hobbies		Listening music, Gardening, Cooking.

KEYSTRENGTHS:

Hard working, Innovative, Sincere, Energetic and Adaptive with Good Communication Skills.

DECLARATION:

Hereby state that the information furnished above is true to the best of my believe.

Date: 18th May,2026

NIDHI JAIN

Note: References to be given only if required.