

NISHA C BABU

HR EXECUTIVE

An accomplished HR Executive with over 5 years of experience leading human resources operations, organizational strategy, and fostering a positive work environment. Proficient in talent acquisition, employee engagement, policy development, and compliance management. Adept at building strong HR functions aligned with business goals to drive company growth and employee satisfaction. Exceptional leadership and communication skills with a proven track record in workforce planning, performance management, and employee relations.



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Experience

HR EXECUTIVE

03/2024 - PRESENT

ACCOUNTS HUB, SHARJAH

HR ASSISTANT

11/2022 - 01/2024

FATHIMA EYE HOSPITAL, INDIA

HR ASSISTANT

03/2019 - 06/2021

SCOTTSDALE GLOBAL INNOVATIONS, QATAR

PROJECT COORDINATOR

01/2014 - 03/2015

MAR THEODOSIUS MEMORIAL MEDICAL MISSION HOSPITAL, INDIA.

- Develop and maintain strong relationships with employers to create student job and internship opportunities.
- Organize employer visits, job fairs, and recruitment events.
- Act as a liaison between the input and industry partners
- Provide students with one-on-one career counseling, helping them with resume writing, interview preparation, and job search strategies.
- Assist students in identifying their career goals and developing action plans.
- Coordinate and manage the institute placement process, including scheduling interviews and follow-ups.
- Track and report placement stages and outcomes.
- Maintain and update a database of employers and job opportunities.
- Work closely with faculty and academic departments to understand the skills and competencies required by employers.
- Collaborate with alumni relations to engage alumni in providing job opportunities and mentoring to current students.
- Stay informed about current job market trends and industry demands.
- Research and identify new potential employers and job opportunities for students.
- Maintain accurate student placements, employer contacts, and placement activities records.
- Prepare regular reports on placement activities and outcomes for senior management
- Led the HR department, overseeing recruitment, employee relations, compensation, compliance, and organizational development for a workforce of employees.
- Developed and implemented strategic HR policies and programs to align with business objectives, improving employee engagement.
- Managed the full cycle recruitment process, reducing time-to-hire through process optimization

and leveraging recruitment tools.

- Partnered with executive leadership to drive cultural transformation initiatives, resulting in enhanced team collaboration and increased employee satisfaction.
- Designed and executed a leadership development program, facilitating the growth of internal talent and promoting employees to leadership roles.
- Oversaw compensation and benefits planning, ensuring market competitiveness and compliance with regulatory standards.

Education

MASTER OF BUSINESS ADMINISTRATION (HR & MARKETING)
UNIVERSITY OF KERALA

2018

BACHELOR OF ENGINEERING (ELECTRONICS & COMMUNICATION)
UNIVERSITY OF CHENNAI

2013

Technical Skills

- Ms. Excel
- Google sheet
- Ms. Power Point
- Ms. Word
- Outlook

Area of Expertise

- Employee Relations & Conflict Resolution
- HR Strategy & Leadership
- Talent Acquisition & retention
- Performance Management
- HR Policy Development & Compliance
- HR Metrics & Analytics
- Compensation & Benefits Management

Soft Skills

- Communication
- Leadership & Teamwork
- Problem-Solving
- Adaptability
- Attention to Detail
- Time Management
- Critical Thinking

Languages

English, Hindi, Malayalam, Tamil

Personal Details

Date of Birth : 03 /07 /1988

Nationality : Indian

Visa Status : Spouse Visa