

# 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.



Mobile: +971 508949239

Gmail: [babu.nisha368@gmail.com](mailto:babu.nisha368@gmail.com)

Location: Sharjah

LinkedIn: <http://linkedin.com/in/nisha-c-babu-2713578b>

## Experience

### HR EXECUTIVE

ACCOUNTS HUB, SHARJAH

03/2024 - PRESENT

### HR ASSISTANT

FATHIMA EYE HOSPITAL, INDIA

11/2022 - 01/2024

### HR ASSISTANT

SCOTTSDALE GLOBAL INNOVATIONS, QATAR

03/2019 - 06/2021

### PROJECT COORDINATOR

MAR THEODOSIUS MEMORIAL MEDICAL MISSION HOSPITAL, INDIA.

01/2014 - 03/2015

- 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