

Nikita Chhabra

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Personal Summary

Confident, growth-focused HR professional with 4+ years of experience in recruitment, HR operations, and employment data management. Adept at full-cycle recruitment, onboarding, offboarding, and managing HRIS. Strong collaborator with hiring managers to ensure staffing aligns with company objectives. Skilled in handling sensitive matters with discretion and optimizing HR processes for improved efficiency.

Skills

- Full-Cycle Recruitment
 - Talent Sourcing & Candidate Screening
 - ATS Management
 - Confidentiality
 - Communication & Negotiation
 - Onboarding & Offboarding
 - Employee Training & Development
 - HRIS Management & Reporting
 - Conflict Resolution & Problem Solving
 - Data Reporting & Payroll Management
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Professional Experience

Talent Acquisition Specialist Intern

Vosyn, Toronto | April 2025 – Present

- Support end-to-end recruitment for Canadian hires, ensuring seamless and compliant employee experience.
- Manage candidate records and HRIS updates, ensuring accurate documentation and reporting.
- Utilize ATS for recruitment tracking, maintaining positive communication throughout the candidate lifecycle and support in offboarding process.

Talent Management Executive

Iris Software Technologies Pvt. Ltd., India | March 2022 – Aug 2024

- Managed offboarding, onboarding, and induction processes using SAP SuccessFactors.
- Ensured accuracy of sensitive NDA documentation and employee records.
- Created reports and monitored feedback to enhance induction sessions and employee experience.

Human Resource Executive

Excellence Technologies Pvt. Ltd., India | April 2021 – Mar 2022

- Led full-cycle recruitment, from sourcing candidates to issuing offer letters.
- Streamlined onboarding and induction processes, enhancing the new hire experience.
- Managed HRIS records, conducted exit interviews, and supported employee engagement initiatives.

HR Trainee

IRT & Digital Analytics Pvt Ltd, India | May 2019 – September 2020

- Assisted in full-cycle recruitment, including posting jobs, resume screening, and interview coordination.
- Managed HR documentation, ensuring accuracy and compliance.

HR Executive

Batra & Associates, India | May 2018 – April 2019

- Managed payroll administration and employee records management.
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Education

MBA in Human Resources | Guru Gobind Singh Indraprastha University, India

Bachelor of Business Administration | GGSIPU, India

Key Achievements

- Recognized for exceptional interpersonal skills and conflict resolution.
- Developed effective HR strategies that enhanced retention and operational efficiency.