

RESUME

OBJECTIVE

To seek a challenging role in Human Resources in recruitment, employee relations, organizational development, and enhance domain skills

EXPERIENCE

ITC HOTELS LTD (ITC MARATHA, MUMBAI) AUGUST 2024 - PRESENT

Learning & Development Apprentice

- **Orientation** - Inducting employees by providing organization overview and its processes, ensuring positive and engaging learning experience
- **Maintaining Records** - Maintaining accurate training records, ensuring compliance with company policies and legal requirements
- **Logistics & Coordination** - Scheduling training sessions, booking venues, arranging for equipment
- **Communication & Collaboration** - Communicating training opportunities to employees, working with various departments, and collaborating with external training providers
- **Onboarding** - Assisted in onboarding over 70 trainees successfully between August 2024 and May 2025
- **Learning Management System (WeLearn & Typsy)** - Handling of LMS & tracking completion of courses
- **Training Need Assessment** - Assessed training needs, conceptualized and implemented new process for industrial and functional trainees
- **Welfare Activities** - Assisted in creating and managing programs that enhance employee well-being, satisfaction, and overall experience within the organization

Achievement - Awarded as Apprentice of the Quarter (October - December 2024)

INDIAN OIL CORPORATION LIMITED, HEAD OFFICE, BANDRA

APRIL 2023 - JUNE 2023

Human Resource Intern (Employee Relations Department)

- Formulated a project report on "HR Organogram of Indian Oil Corporation Ltd. (IOCL) Head Office Bandra".

MY CAPTAIN

APRIL 2022 - JULY 2022

My Captain offers diversified online courses for individuals

Human Resource & Marketing Ambassadorship

- Conducting on-call interviews for recruitment of interns
- Interacting with prospective customers regarding the purchase of the company products
- Inducting interns

STRENGTHS

- Organizing Skills
- Creativity
- Adaptability
- Interpersonal Skills
- Leadership Skills
- Problem solving & Conflict resolution
- Time Management

HOBBIES

- Dancing (Freestyle)
- Sketching (Portraits)



NIHARIKA DEVARE

CONTACT

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EDUCATION

Bachelor of Management Studies (BMS)
in Human Resource 2021-2024

Pillai College of Arts, Commerce &
Science, Panvel (Autonomous) Affiliated
to Mumbai University
Passed with Distinction

Higher Secondary Certification (HSC)
(Commerce) Maharashtra State Board
2019-2021

D. Y Patil Junior College, Navi Mumbai
Passed with Distinction

Secondary School Certification (SSC)
Maharashtra State Board 2009-2019
St. Joseph High School, Navi Mumbai
Passed with First Class

ACTIVITIES

Certifications

- Understanding Human Psychology (30hrs online)
- Soft skills (30hrs online)
- Personality Development (covering presentability and self awareness)
- Workplace bullying and harrasment (online)

Others

- Volunteer at "Create Together Foundation"
- Choreographed the dance competition team of college and for senior citizens annual program
- Organized 40-student recreational trip
- Languages known - English, Hindi, Marathi