Nikon Babu Shrestha

Human Resources Officer

in https://www.linkedin.com/in/nikon-babu-shrestha-9156941ba 🛗 01 Oct 1998 違 11549819 🚳 Single

₽≡ PROFILE

I am a highly organized and detail-oriented individual with a passion for helping others. With my strong background in human resources and my excellent interpersonal skills, I am confident in my ability to be an effective HR officer. I have experience in recruitment and selection, employee relations, benefits administration, and compliance with employment laws. I am also knowledgeable in HR metrics and have a proven track record of creating and implementing successful HR strategies. I am committed to fostering a positive and inclusive work environment for all employees.

EDUCATION

School Leaving Certificate, Modern English Boarding School

Jun 2016 Gorkha, Nepal

Humanitites, Drabya shah Multiple Campus

Apr 2018 Gorkha, Nepal

COURSES

Basic Course in Computer, The Great Yard Educational Institute

The areas that are covered in the fundamental Computer Course syllabus include the basics of computers, the components of computers and computer programs, computer hardware, software, etc.

Apr 2016 - Jul 2016 Gorkha, Nepal

Diploma Course in Computer, The Great Yard Educational Institute

A diploma in Computer is a certificate course where the learners can gain knowledge on the design, development of software, and programming and coding in computers.

May 2017 - Aug 2017 Gorkha, Nepal

Tally Accounting, The Great Yard Educational Institute

Tally Course is a highly regarded course that teaches students GST, TDS, inventory management, and accounting.

May 2017 - Jun 2017 Gorkha, Nepal

PROFESSIONAL EXPERIENCE

Program Presenter, Radio Gorkha 92.8 MHz

- Radio presenters host radio programs, such as talkback shows, music programs, news bulletins, or programs relating to specific content or communities.
- They research and prepare for their spot/program, talk to their listeners, play entertainment items, interview guests and celebrities, and provide public information.

Apr 2015 - Aug 2018

Recruitment Officer, *Smartforce* □

- Identifying the jobs vacancy.
- Analyzing the job requirements.
- Reviewing applications.
- · Screening.
- · Shortlisting.
- Selecting the right candidate.

Human Resources Officer, *Smartforce* □

- · Creating an environment of open communication.
- Developing and approving budgets for all the departments.
- Helping make the payroll for the company.

Gorkha, Nepal

Aug 2018 - Jul 2022

Kathmandu, Nepal

Aug 2018 – Jul 2022

Kathmandu, Nepal

• Organizing essential events of the organization.

Human Resources Officer, *Milestone* □

- Approving job descriptions and advertisements.
- Looking after the health, safety, and welfare of all employees.
- Organizing staff training.
- Advising line managers and other employees on employment law and the employer's employment policies and procedures.

⊗ SKILLS
Strong Communication Skills Time Management Collaboration Public Relation Leadership Team Work
Relationship Management Fast Learner Microsoft Office Tools Computer Skills Social Media
Ability to Multitasking Employee Recruitment & Retention Interpersonal Skills Accounting Package Tally
Microsoft PowerPoint Electronic Scheduler Electronic Mail Spreadsheet Flexibility
Excellent oral communication Excellent Written communication Client focus Organized
♣ LANGUAGES
• English • Nepali
• Hindi
♂ INTERESTS
Music Astrology Reading Traveling Football Meditation Trekking Hiking Photography
≈ REFERENCES

Aug 2022 – present

London, United Kingdom

Prem Ghale, *Chief Technician*, Radio Gorkha 92.8 MHz Radiogorkha1@gmail.com, 9846098048

Shrijan Bir Malakar, *Operation Manager*, SmartForce Nepal shrijanbm@gmail.com, +17818744498

Anish Baniya, *Assistance Human Resources*, Milestone nishbnya@gmail.com, +977-9860529356