

NIKHIL MAINI

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Punjab – 144001, India

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CAREER OBJECTIVE:

To pursue my career in a globally recognized organization and to utilize my skills and abilities for the organization that offer professional growth, new challenges and opportunities to learn new skills while being resourceful, flexible to the organization.

ACADEMICS:

QUALIFICATION	SCHOOL/COLLEGE	UNIVERSITY/BOARD	SCORE
LL.B 2022-2025	Guru Nanak Dev University Regional Campus-Jalandhar	Guru Nanak Dev University- Amritsar	57.2%
B.COM 2018-2021	DAV College-Jalandhar	Guru Nanak Dev University- Amritsar	54.6%
Intermediate 2016-2018	Guru Amar Dass Public School - Jalandhar	CBSE	57.80%
SSC 2015-2016	Dayanand Model School -Jalandhar	CBSE	6.8 CGPA

Internships & Projects:

Shriram Life Insurance

10 Nov.2021 to 30 Nov.2021

Law Intern Under Adv. TK Badhan Chamber No. 660 Jal.

1 Aug.2024 to 31 Aug. 2024

Law Intern Under Adv. Satibir Singh Chamber No. 636-A Jal.

1 Jan.2025 to 31 Jan. 2025

Work Experience

BHARTI CONSULTANTS

Feb.2022 to Oct. 2022

HR Recruiter - Jalandhar, Punjab

JOB RESPONSIBILITIES:

- Source potential candidates from various online channels
- Time management and ability to prioritize work.

- Ability to adapt accordingly in a fast paced environment & digital era
- Craft recruiting mails to attract passive candidates Screen incoming resumes and application forms
- Interview candidates (via phone & video) Provide shortlists of qualified candidates to hiring managers
- Monitor key HR metrics, including time-to-fill, time-to-hire and source of hire

Visa Valley

May.2023toTillDate

Visa Filing Officer - Jalandhar, Punjab

JOBRESPONSIBILITIES:

- Review visa applications and supporting documents
- Verify application information and documents
- Provide assistance and guidance to visa applicants throughout the application process
- Overseeing and managing the entire visa application process
- Ensuring Compliance with regulations and providing support to clients throughout the process

ACHIEVEMENTS:

Qualified for the competition of “**CLASH OF TITANS**”.
Achieved 2 Lakhs of Business in One Month. (While working in bharti consultants)

OTHERSKILLS:

- 1) Good verbal and non verbal skills
- 2) Strong inter personal skills
- 3) Process oriented than result
- 4) Time management and ability to prioritize work.
- 5) Ability to adapt accordingly in a fast paced environment & digital era.

HOBBIES:

1. Playing indoor & outdoor games.
2. Listening to music.
3. Reading books.

ADDITIONALDETAILS:

1. **Languages:** English, Punjabi & Hindi.
2. **Date of birth:** 16th September,1999.

