

PRITIKA THAKKAR

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EXPERIENCE

Human Resource Assistant

New York Institute of Technology | August 2020 - December 2020

- Assisted the manager in the coordination of training opportunities as well as in the rollout of the electronic new hire paperwork.
- Completed employee files and other paperwork such as new hire paperwork, USCIS paperwork, work authorization documents, policy acknowledgments, COBRA, and tax forms.
- Helped and managed tasks and functions such as research on recent HR opportunities, scheduling trainings, and employee engagement.

Human Resource Intern

Kering Americas | September 2019 - July 2020

- Screen resumes and assists in the recruitment of new employees
- Verify and update new employee information
- Create & analyze employee payroll reports and helped in internal audits
- Create and organize personal files and work on special HR projects
- Help in resolving concerns and tickets of employees
- Create Evidence of Insurability paperwork for employees
- Assign and update Employees personal schedules
- Assist in completing paperwork, payroll, and benefits for Gucci, YSL, Balenciaga, and other Kering brand employees.

Human Resource Intern

Summit Security Services Inc | May 2019 - August 2019

- Screened Resumes and Explored Potential Candidates
- Scheduled and Conducted phone screens/ interviews, provided follow-up interviews, Orientation and trainings
- Identifying new opportunities and tracking recruiting activities
- Performed background checks as per compliance
- Processed new hire paperwork, Employee Benefits, I-9's, discontinuous notices and prepared new hire files and related documents.
- Updated direct deposit information and internal database records
- Co-ordinated with client service managers & helped organizing Job Fairs

First Year Mentor

New York Institute of Technology | September 2019 - May 2020

- Eased the transition of new students during their first year by providing necessary support and Ensured timely follow-ups, addressed concerns, and provided resolutions to new student problems.
- Mentored students and worked closely with them to coordinate student activities

Student Assistant

New York Institute of Technology | Jan 2019 - May 2019

- Provided support for various documentation as instructed by the Dean of Students
- Co-ordinated on-campus activities and events as required.

Orientation Leader

New York Institute of Technology | July 2018 - May 2019

- Managed a group of 32 students throughout the Orientation Program and Spearheaded the incoming students with their transition to the university and facilitated conversations
- Acted as Student Representative and updated freshman students with the academic and social life at school

EDUCATION

Bachelor of Business Administration | December 2020

Major - Human Resources

New York Institute of Technology, New York, NY

- NYIT Presidential Honors List, Fall 2019 (4.00 GPA)
- NYIT Presidents List, Spring 2019 (3.74 GPA)
- NYIT Presidential Honors List, Spring 2018 (3.94 GPA)

SKILLS

- Experience with the following Applicant Tracking Systems:
 - DayForce
 - Winteam
 - Kwantek
 - Work Day
 - Perfect Forms
- Expert in Microsoft Office, Word, Excel, PowerPoint and Outlook
- Excellent Communication, Presentation, Interpersonal, Time Management, and Problem-Solving skills
- Outstanding Leadership Skills with the ability to train, motivate, manage & lead teams
- Ability to work individually, as well as in cross functional teams and in multi-cultural environments with others.
- Focused, detail Oriented, process-minded, success driven, and ability to work in a fast pace environment.
- Knowledge of technical skills such as HTML, CSS, SQL and Tableau

ACHIEVEMENTS

- ★ NSLS Award for Excellence in Service to Students
- ★ 3rd Place at Douglas Elliman HRM Case Competition 2020
- ★ Member of the Campus Experience Committee
- ★ 2nd Place at Corporate Challenge of Royal Bahrain Hospital, 2020
- ★ NYIT Fall 2019 Presidential Honors List
- ★ NYIT Spring 2019 Presidents List
- ★ President of NYIT's Chapter of The National Society of Leadership and Success 2019 - 2020
- ★ NYIT School of Management's Experiential Education Award for Industrial Consultation, 2019
- ★ 3rd place at Corporate Challenge for Gear Motions, 2019
- ★ Member of the NODA Interview Panel for Student Involvement and Inclusion, 2018-2019
- ★ Member of the Interview Panel for Student Involvement and Inclusion, 2018-2019
- ★ NYIT Spring 2018 Presidential Honors List
- ★ Student Representative at the Student Government Associations Conference, February 2018
- ★ Member of NYIT's Chapter of The National Society of Leadership and Success 2018-2019
- ★ Senator for CAMP at NYIT, 2017 -2018
- ★ Member of the Finance Committee and Judicial Committee at NYIT, 2017-2018
- ★ 1st Place at Corporate Challenge of McGraw Hill Connect Program, 2016-2017
- ★ Best Student, Salutatorian, 2014-2016