Nisha Bhandari

HR OFFICER

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PROFILE

HR officer with four years across a 180-person manufacturing firm and an IT company. Runs end-to-end recruitment, around 60 hires a year, and monthly payroll including SSF contributions and TDS. Registered the company with the Social Security Fund and rewrote staff policy to the Labour Act 2074. Comfortable with HRIS software and labour office procedures.

EXPERIENCE

HR Officer — Mangsir 2080 – Present
Manufacturing company, 180 staff · Lalitpur

- Run recruitment end to end — around 60 hires a year from job posting to onboarding
- Process monthly payroll for 180 staff including SSF contributions, TDS and overtime
- Completed the company's Social Security Fund registration and enrolled all eligible staff
- Rewrote the staff handbook and leave policy to comply with the Labour Act 2074

HR Assistant — Baishakh 2078 – Kartik 2080
IT company · Kathmandu

- Screened CVs and scheduled around 30 interviews a month
- Maintained attendance, leave records and staff files
- Organised quarterly staff training and onboarding sessions

SKILLS

Recruitment and onboarding · Payroll — SSF, TDS, overtime · Labour Act 2074 compliance · HRIS software · MS Excel

EDUCATION

MBA (Human Resource Management) — 2078 – 2080
Tribhuvan University affiliated college · Kathmandu

Bachelor of Business Administration (BBA) — 2074 – 2078
Pokhara University affiliated college · Kathmandu

LANGUAGES

Nepali	Native
English	Professional
Hindi	Conversational

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CERTIFICATIONS

Labour law and SSF compliance training 2081
Employers' association

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