

TANYA AHUJA

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I am a highly organized and efficient worker and I pride myself on having a dedicated and professional attitude towards delivering quality works. I am always ready to take up a challenging role in the field of HR. Good interpersonal skills and communication skills towards the growth of the organization.

WORK EXPERIENCE

04/2023– Present

HEAD-TALENT ACQUISITION, PAPERPEDIA PVT. LTD.

- Training & mentoring HR Team.
- Responsible for managing the Talent Acquisition.
- Administering Recruitment Process right from collecting manpower requisition form till joining; sourcing talent from job portals including hiring from campus.
- Actively identify concern areas in the talent acquisition process and Take initiatives to drive cost effective hiring and use of social media platforms to source and close position.
- Managing Recruitment Database and other MIS activities.
- Exposure to organizing different activities for Employee Engagement and for maintaining harmonious relations with the employees.
- Pre and Post Handling with the New Joiners.
- Managing Employee Life Cycle Operations and Employee Engagement Initiatives.

04/2022– 04/2023

HR EXECUTIVE, PAPERPEDIA PVT. LTD.

- Handled entire recruitment cycle with exposure to HR operational activities.
- Sourced candidates of suitable caliber from various sources like Job Portals, Postings, Walk-ins, Cold Calling, Head Hunting, Social Media, and Internal or External References.
- End to end recruitment for the allocated positions (IT & Non-IT profiles).
- Pre and Post joining Handholding with the New Joiners.
- Managed Recruitment Database and other MIS activities.
- Documentation related to joining, Induction Formalities, preparing offer letters, and appointment letters.
- Exit formalities like Exit interviews, Experience letters, and Relieving letters.
- Provided support to employees in various HR- related topics such as leaves and compensation and resolve any issue that may arise
- Exposure to organizing different activities for Employee Engagement and for maintaining harmonious relations with the employees like birthday and festival announcement.
- Managed Payroll process related to leaves, absenteeism Management and reimbursement.

09/2021– 04/2022

HR EXECUTIVE, WISE FINSERV PVT. LTD.

- Managed the complete recruitment process, ranging from sourcing, resume screening, scheduling and taking an interview.
- Took the group discussion and P.I of the candidates.
- Developed and implemented campus recruiting programs.
- Handled all the functions from employee joining to leaving formalities.
- Maintained the records of all the employees.
- Worked as a reliable and dedicated team member in the HR department.

07/2020 – 09/2020

SALES INTERN, TRILUXO TECHNOLOGIES PVT. LTD.

05/2020 – 07/2020

SOCIAL MEDIA ANALYTICS & DIGITAL MARKETING INTERNSHIP, IBM

- Project on “Diary Girl” in which I used **SOCIAL MEDIA ANALYTICS & DIGITAL MARKETING TECHNOLOGIES**

08/2019 - 08/2021

MASTER OF BUSINESS ADMINISTRATION

- **ITS ENGINEERING COLLEGE, GREATER NOIDA**

07/2016 - 07/2019

B.COM HONS.

- **MKM COLLEGE, MDU ROHTAK**

SKILL SET

- MS Office
- Negotiation Skills
- Digital Marketing Skills
- Full Cycle Recruitment
- Non-IT/IT Recruitment
- Organizational Skills
- Interpersonal/ Leadership Skills
- Employee Engagement

COURSES

- Successfully completed online certification course on “NEGOTIATION SKILLS” by coursera.
- Successfully completed online certification course on “MARKETING ANALYTICS” by coursera.
- Successfully completed NPTEL online certification course on “GLOBAL MARKETING MANAGEMENT”.

CERTIFICATION

- Google Ads Certification
“Google”
- SEO
“E Marketing Institute”
- Participated in MDP on “**DATA ANALYTICS USING EXCEL**”

ACHIEVEMENTS

- Volunteered “AKTU ZONAL FEST”.
- Volunteered “NATIONAL SEMINAR ON FINTECH”.
- Hosted “ORIENTATION PROGRAM OF MBA 2020 BATCH”.
- Got 1st prize in “NUKKAD NATAK COMPETITION”.
- Participated in “MDU YOUTH FEST DANCE COMPETITION”.
- Got Consolation prize in “DANCE COMPETITION”.

LANGUAGES

- English (Full Proficiency)
- Hindi (Full Proficiency)

STRENGTHS

- Confident
- Positive Attitude
- Hard Working
- Focus
- Team Management