

# TANUJA NEGI

Email Id: taniyasingh6822@gmail.com

Mobile: 9818226739

## WORK EXPERIENCE

### Talent Acquisition Executive

#### Market Xcel Data Matrix Pvt.

Ltd. (January 2024 – May 2024)

- Creating job posting in various job portals, social media sites and professional networks.
- Organizing and conducting interviews & maintaining accurate records of applicants (ATS).
- Analyzing data from ATS & identifying trends in recruiting performance.
- Sourcing and conducting screening interviews with candidates.
- Preparing offer letters for successful candidates based on salary guidelines set by HR department.
- Talent Acquisition, Development, Exit Interview process.
- Scheduling or conducting new employee orientation & induction.
- Hiring employees and managing hiring-related paperwork.

### HR Executive

#### Delimp Technology Pvt. Ltd.

(August 2021 – July 2023)

- Inviting job applicants for the interview.
- Drafting job descriptions for IT/Non-IT positions based on organizational needs and requirement
- Coordinating with hiring managers to understand their staffing needs and providing them appropriate recommendations.
- Investigating complaints of discrimination or harassment within the workplace.
- Compiling reports related to hiring, termination, promotions, absences.
- Conducting employee onboarding activities including orientation, benefits enrolment and new hire paperwork.
- Organizing engaging Fun Fridays, ER initiatives, and team-building activities to boost employee motivation.

## ACADEMIA

- Bachelor of Business Administration (BBA) from Garhwal University, Haridwar

