

TANYA KWATRA

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Results-driven HR Executive specializing in recruitment and client interactions. Proven expertise in sourcing top-tier candidates and building strong client relationships. Eager to contribute skills in a challenging role to drive organizational success.

EXPERIENCE

Bonace Engineers Pvt. Ltd.
HR Recruitment Executive
Jun 2022 – Present

My Major work involves –

- Managed client relationships, ensuring efficient and effective staffing solutions.
- Conducted client meetings to understand hiring needs and provide tailored recruitment strategies.
- Acted as the primary contact for clients, resolving issues and providing recruitment updates.
- Developed strategies to enhance client satisfaction and retention.
- Maintained accuracy in recruitment databases and ATS.
- Coordinated and conducted onboarding sessions for new hires.
- Developed and facilitated induction programs and orientation sessions.
- Monitored new hire progress and provided support for successful integration.
- Sourced, screened, and interviewed candidates for various positions.
- Utilized job boards, social media, and referrals to attract top talent.
- Conducted reference checks and background verifications.
- Collaborated with hiring managers to match suitable candidates to job requirements.
- Maintained an updated candidate database for future hiring needs.
- Exceeded quarterly targets by achieving 111% of the set goal.

Medcure Organics Pvt. Ltd.
Pre-Sales Executive
Mar 2021–Apr 2022

My role involved -

- Keeping track of all the communication that goes on through the course of the day. This includes correspondence with customers or clients, as well as inter-office communication.
- Handling employee complaints and discipline issues using interpersonal communication skills.
- Administrative support for all data entry on daily basis with MS Excel.
- Created customer contact letters and maintained sales account information with MS word and MS Excel
- Worked well with other team members, achieving 50% increase in sales

BEGIN
Human Resource
Apr 2022 - Jun 2022

- It's an online and part-time internship.

EDUCATION

JUN 2018 - JUN 2021
Bcom IGNOU University, Agra

APR 2017 - MAR 2018
Intermediate School | St. George's College, Agra

ACHIVEMENTS

- Successfully obtained confirmation of employment prior to the completion of the probationary period.
- Received a nomination for the prestigious "Miss Company" Award in recognition

TECHNICAL SKILLS

- Expert in recruitment and selection.
- Strong client relationship management skills.
- Proficient in interviewing techniques.
- Experienced with Applicant Tracking Systems (ATS).
- Skilled in candidate sourcing, onboarding, and HR policies.

SPECIAL PROJECT

- I am a part of a Food Blogging Page on Instagram and play different roles from time to time. The same can be checked out at www.instagram.com/cook_sistersss