

TAMANNA SAINI

WORK EXPERIENCE

2.5 Year +

AGE

25

+91 9719310429

tamannasaini95@gmail.com

ABOUT ME

Eager to work with reputed company professionals which may challenge my current knowledge & skills to do my best in work. Above all want an environment where I'll be able to showcase & enhance my skills & knowledge.



Education

Masters, Business Administration (HR)

Maharishi Markandeshwar University
Mullana, Ambala, Haryana

Graduated; July 2018
Marks 7.75 Grade

Bachelor, B.sc Biotechnology

Modern Institute of Technology
Rishikesh, Dehradun, Uttarakhand

Graduated; July 2016
Marks 60%

10+2

SBM Public School
CBSE Board
Rishikesh, Uttarakhand

Graduated, July 2012
Marks 65%



Professional Qualifications and Affiliations

- DCA i.e., Diploma in computer Application(2012-2013)
- Certified training at High Altitude Plant Physiology Research Centre, Srinagar, Uttarakhand in Biotech.
- Internship at Hp Enterprises, Mohali, and Chandigarh – HR (supposed to do basic HR functions such as Attendance record, Salary management, Recruitment and Selection, Working on Job Portals. Along with this done a survey project on Grievance Handling Mechanism.



Skills

- High Emotional Quotient
- Team Player
- Time management
- Leadership
- Good in drafting Mails/Letters
- Ethical Worker



Work Experience

September 2020 – Current

HR & ADMIN

The Gourmet Jar

Block B, Noida Phase-2

Roles & responsibilities –

- Researching & Recruiting Candidates through various portals (Naukri-Resdex, LinkedIn) as per the requirement – INHOUSE RECRUITMENT.
- Getting new hires on Board with all paper work formalities (Offer Letter, Appointment letter)
- Orients new employees by providing orientation information.
- Assisting with payroll by providing the department with relevant employee information, i.e. holiday and sick days taken - Software used Smart Office 365, Kredily
- Handling compliances – PF, ESland Gratuity along with other factory compliances.
- Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases.
- Handling Employee Grievances
- Reviewing and renewing company policies.
- Communicating with external partners/consultants/service providers for Licensing & Compliances.
- Conducted Performance Review and Appraisals along with the management.
- Reporting regularly to management for HR metrics.
- Handling administrative roles by fulfilling office requirements and managing expenses.
- Providing administration support to all the departments including Management by maintaining coordination in between.
- Organizing various internal events and training programs - from skill development session to festive parties.

February 2020 – August 2020

HR Recruiter (Recruiting Associate)

Silver Hawk Allied Services Pvt.Ltd.

West Patel Nagar, Delhi

Roles & responsibilities –

- Designing and implementing the overall recruiting strategy.
- Job posting on job portals (Naukri, LinkedIn, Indeed) for new hiring.
- Sourcing and attracting candidates by using databases, social media & various portals (Naukri,LinkedIn,Indeed)
- Conducting interviews and filtering candidates for open positions.
- Coordinate with the shortlisted candidates for Interview scheduling and conducting background checks.
- Negotiation regarding salary with the selected candidates.

December 2018 – August, 2019

HR Admin

Ardhsainik Services Pvt. Ltd.

Pitampura, Delhi

Roles & Responsibilities -

- Researching & Recruiting Candidates through various portals (Naukri,LinkedIn)
- Getting new hires on Board with all paper work formalities (Offer Letter, Appointment letter)
- Maintaining monthly Attendance & Salary Records (Pays employees by calculating pay)
- Handling Employee Grievances
- Handling administrative roles by fulfilling office requirements and managing expenses
- Compliance to regulatory concerns and reporting.
- Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases.



Computer Proficiency

- MS Word
- MS Excel
- MS Power Point
- Google spreadsheets/Forms
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Languages

- Hindi
- English
- Punjabi



Personal Interests

- Reading Novels
- Exploring New places



Personal Details

Father's Name: Mr. Subhash Saini

Marital Status: Single

Birthday: March 04, 1995

Nationality: Indian

Gender: Female

Declaration

I, Tamanna Saini, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Tamanna Saini

Place:

Date: