



**Tanya**  
A-2 Radha Vihar Saboli Delhi - 110093  
8287459712 | tanyasingh8743@gmail.com

## OBJECTIVE

Passionate Candidate with strong organizational skills . Diligent worker with strong communication and task prioritization skills. Ready to put knowledge and potential to achieve company's goals.

## EXPERIENCE

**Dec,2023 - Till date**

Hr Executive

**Magic Auto Pvt. Ltd.**

- **Management of Employee life cycle** :-handndling entire employee life cycle from recruitment to onboarding till exit of employees. Responsible for employee confirmation/transfer/exit formalities etc.
- **Sourcing Manpower**:- Responsible for sourcing profiles using job portal, employee referral and social media etc. as per job requirement and interviewing candidates telephonically. Scheduling Interviews: Arranging documents of shortlisted candidates, travel arrangements as per interview schedule. Maintain recruitment tracker.
- **Induction**:- Facilitate on boarding of candidates including collecting their documents, maintaining their personnel file, facilitate them with all required resources Induction and Orientation of New joinees.
- **Employee engagement**:- Come up innovative ideas on employees engagement program and execute them.
- **Administration**:- Responsible for Uniform Distribution Management and Diwali Gift Distribution
- **Performance management and retention**:- working on employees performance data, conducting bottom performance councelling, organising award ceremonies for top performer.
- **Training & Development**:- Ensuring the 100% completion of courses and keeping the track of manpower training.

**May, 2020 - Dec , 2023**

HR

**Kshitiz Services**

As a Senior Human Resources Coordinator and Team Lead at Kshitiz services, I was responsible for hiring for various positions for clients in Automobile industries. I handled end-to-end recruitment processes, including analyzing job requirements, sourcing candidates, coordinating interviews, and conducting extensive sourcing methods. I leveraged tools like Naukri.com, shine.com, found it , and LinkedIn to find the right candidates. I conducted HR interviews to assess candidates' qualifications, experience, and communication skills. I coordinated with clients for feedback and followed up with selected candidates until the date of joining. I generated and maintained reports to track the recruitment processes and managed relationships with clients. Skills: End-to-end recruitment, Sourcing candidates, Coordinating interviews, Extensive sourcing methods, Handling HR interviews, Lineup candidates for interview, Generating and maintaining reports, Manage relationship with clients, Maintaining excel sheets.

## EDUCATION

- **S.K.V Shahdara Delhi - 110093**

2019

12th Grade

94%

- **University of Delhi**

2022

English Honours

6.7 CGPA

- **Almabetter & Trinity**  
Aug -2022- May 2023  
Business Analyst  
Certified
- **Subharti University**  
2023-2025  
Masters in business Administration (Human resource )

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## SKILLS

- Communication skills
- Public speaking
- Analytical skills
- Excel
- Problem Solving
- Writing Skills
- Time management
- Customer Handling
- MS word

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## ACHIEVEMENTS & AWARDS

- Graduate Scholar Talk Series (Shyam Lal College)- Speaker of the Month (May,2021). Topper of the School in 2017-18's & 2018-19's Session. Invited by the education minister of Delhi for the appropriation of outstanding result.

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## PERSONAL DETAILS

**Date of Birth** : 08/05/2001

**Marital Status** : Single

**Nationality** : Indian

**Gender** : Female

**Height** : 5.6