

Saumya Tiwary

Dynamic HR professional with a robust focus on Recruitment, Onboarding, and Employee Engagement, targeting to leverage extensive experience in Talent Acquisition and Human Resource Management within a progressive organization.

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Profile Summary

- Over 3 years of experience in Human Resources, focusing on Talent Acquisition and nurturing Employee Relations within the corporate landscape to drive organizational success.
- Managing the entire recruitment process as an HR Executive at SandMartin, ensuring effective management of candidate sourcing, interviewing, and onboarding to secure top talent.
- Showcased outstanding communication and interpersonal skills, fostering productive partnerships with C-suite executives and senior leadership to align HR initiatives with business objectives.

HR Skills

Data Presentation Software (e.g., Microsoft PowerPoint) | Applicant Tracking Systems (e.g., MyNextHire, Oorwin, Manatal) | Google Workspace (Sheets, Docs) | Microsoft Excel (Advanced Functions) | Sourcing Platforms (e.g., Naukri, LinkedIn, Instahyre) | HR Documentation Software | Background Verification Tools | HR Analytics Tools

Core Competencies

Talent Acquisition | Employee Engagement | HR Policy Development | Headhunting | End-to-End Recruitment | Organizational Development | Stakeholder Relationship Management | Workforce Planning | Change Management | Diversity and Inclusion Initiatives | Employer Retention Strategies | Performance Improvement | Stakeholder Management

Work Experience

Feb'24 - Present | HR Executive | SandMartin, Gurgaon

Responsibilities:

- Spearheading the entire recruitment lifecycle, encompassing requirement gathering, candidate sourcing, interview scheduling, and salary negotiations to ensure the acquisition of top-tier talent.
- Managing the onboarding process consolidating employee documentation, conducting induction sessions, and performing thorough background verifications to facilitate a smooth transition for new hires.
- Conducting comprehensive employee engagement initiatives, including the analysis of employee satisfaction surveys, to identify areas for improvement and implement strategies that enhance workplace morale.
- Leading HR analytics efforts by maintaining accurate data records, performing detailed analyses, and preparing insightful presentations for senior management to inform strategic decision-making.
- Collaborating closely with C-suite executives and founders to develop and execute HR strategies that align with the overarching business objectives of an organization with a workforce exceeding 500 employees.
- Addressing a wide range of employee queries on a daily basis, ensuring timely resolution & fostering a positive employee relations environment.
- Managing the off-boarding process by conducting exit interviews and coordinating with relevant teams to ensure a seamless transition for departing employees.

Nov'21 – Jul'23 | Talent Acquisition Associate | Zyoin Web Private Limited, Bangalore

Responsibilities:

- Executed the full recruitment lifecycle, including requirement gathering, candidate sourcing, interview scheduling, and onboarding, ensuring a seamless hiring process.
- Utilized various sourcing portals such as Naukri, Instahyre, & LinkedIn to identify and engage potential candidates, thereby expanding the talent pool.
- Maintained an organized recruitment database using Google Sheets and MS Excel to track candidate progress and streamline the hiring process.
- Worked on various ATS like MyNextHire, Oorwin, and Manatal to manage and track the recruitment process.
- Conducted regular follow-ups with offered candidates to ensure timely onboarding and addressed any concerns that arose during the transition.
- Collaborated with the HR team to facilitate a smooth onboarding experience for new hires, ensuring all necessary documentation was completed accurately and promptly.
- Actively participated in stakeholder meetings to discuss hiring needs, identify challenges, & develop strategies to overcome recruitment obstacles.

Academic Project

1 Jul'20 – 31 Jul'20 | NTPC Ltd., Farrakka

- Project Title:** Differentiating NTPC Ltd. Through Sustainable CSR
- Description:** Entrusted with assessing the significance of CSR, analyzing NTPC's CSR initiatives, and comparing them with TATA Power's practices. The project aimed to explore opportunities for improvement and evaluate the impact of NTPC's CSR efforts.

19 May'18 – 30 Jun' 18 | HPCL, Patna

- Project Title:** Job Satisfaction and Employee Motivation
- Description:** Tasked with interacting with employees to assess their job satisfaction and motivation levels, and understanding how these factors influence organizational efficiency. This project provided an opportunity to engage directly with employees and analyze their satisfaction with their roles.

Education

M.B.A in Human Resources | L.N.M.I, Patna | Aug'21

B.B.A | Magadh Mahila College, Patna | Feb'19