

Tannu Shree

HR EXECUTIVE

Dedicated and results-driven MBA graduate with a year of experience in HR executive roles. Seeking to leverage my expertise in human resources management, talent acquisition, and employee relations to contribute effectively to a progressive organization's HR department.

"Strategic HR Executive | Driving Organizational Success through Talent Management, Employee Engagement, and HR Transformation"



Kolkata,
West Bengal (700156), India

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shreetannushree17

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EXPERIENCE

HR Executive (April 2023 - Present)

CogentHub – Kolkata, India

"Talent Management, Employee Engagement, and HR Transformation".

- ✓ Implemented and streamlined recruitment processes, resulting in a 20% reduction in time-to-fill open positions.
- ✓ Conducted interviews and assessments to identify qualified candidates, leading to the successful hiring of key personnel across various departments.

HR Executive (Jan 2023 – March 2023)

MagicMind Technologies - Kolkata, India

"Managing the end-to-end recruitment process, including job postings, screening resumes, conducting interviews, and making job offers".

- ✓ Maintained accurate and up-to-date HR records, ensuring compliance with company policies and legal requirements.
- ✓ Acted as a point of contact for employee inquiries, providing prompt and effective resolutions to HR-related issues.

HR (Talent Acquisition) (July 2022 – October 2022)

NMD Placement Consultancy - Kolkata, India

"Managing the end-to-end recruitment process"

- ✓ Developed and executed employee engagement initiatives, resulting in increased employee satisfaction and retention.
- ✓ Coordinated training and development programs for employees, fostering a skilled and motivated workforce.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION (MBA) IN HUMAN RESOURCES MANAGEMENT - (2020- 2022)

Institute of Engineering and Management - Kolkata, India

B.A. GRADUATE - (2020- 2022)

Sunderwati Mahila College - Bhagalpur, Bihar

SKILLS

- ✓ Talent Acquisition and Recruitment
- ✓ Employee Relations and Engagement
- ✓ Performance Management
- ✓ Training and Development
- ✓ HR Policy Development and Implementation
- ✓ HR Record Management and Compliance
- ✓ Strong Communication and Interpersonal Skills
- ✓ Strategic Thinking
- ✓ Communication and Relationship Building
- ✓ Ethical and Legal Compliance
- ✓ Change Management
- ✓ Cross-Cultural Competence

ACTIVITIES

- ✓ Visiting Singapore for a study abroad program focused on HR can provide valuable insights into global HR practices and expose you to a diverse cultural and business environment(May-2022).
- ✓ Expert Lecture in Finance Club from Institute of Engineering and Management.
- ✓ Mastering The Skills of Company Valuation from Financial Yaari.
- ✓ Certified for the edition of E-Magination in writing from Institute of Engineering and Management.

INTERESTS



@Dancing @Singing @Acting @Youtube



@Traveling

LANGUAGE



@ English : Highly Skilled & Fluent

@ Hindi : Native