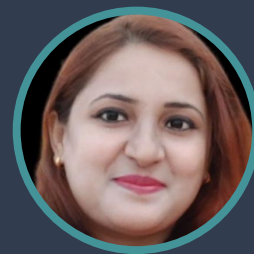


Tanvi Mishra

Sr. HR Consultant

A result-oriented HR coordinator with 12 years in various aspects of management. Highly effective communicator who excels at building relationship at all organizational levels. Adept at learning new standards and incorporating best practices into my planning. Focused on increasing employee satisfaction and retention.



✉ tanvi_mishra@gmail.com

☎ +91 8249194346

📍 Bhubaneswar, India

WORK EXPERIENCE

Senior Consultant ProHR Solutions

11/2009 - 10/2022

Bhubaneswar, India

Achievements/Tasks

- HR Policies & Procedures: Planned and formulated company policies relating to all cases of HR activity.
- Oversaw areas of safety, security, performance management, health services.
- Partnered with leadership to use talent assessment tools to restructure organizational design, with a focus on leadership succession.
- Working closely with Client SPOC & Resource Request Initiators to understand requirement, and translate their staffing needs.
- Use social media outlets, online recruiting resources, and past candidate pools to identify and attract diverse high-quality talent for various positions.

CERTIFICATES

Competency Mapping Certification (05/2009 - 07/2009)

Undertook a summer internship on topic "Feasibility Study of Implementation of Balanced Scorecard in ESSPL Competency Mapping Model". This was done at Enterprise System Solutions Pvt. Ltd

EDUCATION

PGP Level A

Indira School Of Career Development

2010

Pune, India

Courses

- Principles & Practice of Management
- Human Resource Management
- Statistical Techniques

BA (Hons) Economics

Ravenshaw University

2008

Cuttack, India

HSC (CHSE)

Ravenshaw University

2005

Cuttack, India

SSC (CBSE)

Modern Public School, Cuttack

2003

Cuttack, India

SKILLS

Leadership

Talent Development

Employee Relations

Performance Management

MS Office

Applicant Tracking Systems

VOLUNTEER EXPERIENCE

Save Soil

Isha Foundation

Bhubaneswar

Tasks/Achievements

- Participated in outreach programs to create awareness about improving Soil quality.

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Odia

Native or Bilingual Proficiency

INTERESTS

Photography

Art

Music