

# SANIDHYA TRIPATHI

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## SUMMARY

To obtain challenges and responsibilities in an organization wherein I can contribute to the successful growth of the organization using my skills and abilities. My main objective is to learn the major aspects of a job in a well known organization.

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## EXPERIENCE

### Human Resources Executive

#### N2N Solutions

May-June 2025

- Spearheaded end-to-end recruitment and onboarding processes, enhancing candidate experience and reducing time-to-hire.
- Drafted and implemented comprehensive leave policies aligned with organizational compliance and employee satisfaction.
- Mentored a telecalling associate to improve sales proficiency, resulting in measurable performance growth and communication finesse.
- Digitized employee record systems using productivity tools, ensuring swift access and strict policy adherence across HR workflows.
- Revamped employee engagement by launching recurring feedback loops and wellness initiatives, boosting team morale and retention metrics..

### Human Resource Intern

#### The Wedding Saga

March-April 2025

- Recruited a telecaller and an HR Executive.
- Facilitated onboarding processes for newly recruited staff by coordinating orientation sessions and compiling essential documentation.

### Human resource intern

#### BrewApps LLC

June-November 2022

- Led team expansion and full-cycle recruitment, including sourcing, screening, and onboarding candidates from platforms like Internshala, LinkedIn, and Hirect.
- Built strong candidate relationships to ensure a seamless hiring experience.
- Supported employee engagement initiatives and activities.
- Handled administrative responsibilities to maintain smooth day-to-day office operations.
- Analyzed over 150 candidate applications weekly using Excel to ensure compliance with job requirements, demonstrating attention to detail and reducing screening errors by 20%. .

### Business development associate

#### Kiraanamandi Foods PVT LTD

June-August 2021

- Recruiting people, on ground marketing, Digital Marketing.
- Secured key partnerships with local suppliers and distributors, facilitating expansion into new markets and contributing to increased regional brand presence.

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## EDUCATION

CAT coaching • 2023-2024

MBA Pathshala

### Bachelor Degree of Business Administration

Bharati University • 2020-2023

### 12th from CBSE

Gulmohar Public School • 2018-2020

### 10th from ICSE

St. Thomas school • 2006-2018

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## CERTIFICATIONS

- Prevention of Sexual Harassment (POSH) by NSDC.

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## SKILLS

- HRIS & ATS Familiarity
  - Cold Outreach & Talent Pipelining
  - Employee Lifecycle Management
  - Analytical Reasoning & Decision-Making
  - Conflict Resolution & Stakeholder Coordination
  - Content Creation for Employer Branding
- Leadership, communication, Team coordination, Adaptable to situations, Efficient even under pressure
- Conversant in MS Office and functions of Windows OS
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