

Nandini Tyagi

✉ nandinivats25@gmail.com ☎ 9602031102 📍 Block-B, Sec-62, Noida

PROFILE

As an enthusiastic HR fresher, I have a solid grasp of hiring processes, employee relations, and performance management. My internship experiences have prepared me to effectively support HR functions and contribute to a collaborative workplace.

PROFESSIONAL EXPERIENCE

Virtual Street Group

HR Recruiter Intern

01/2024 – present
Sec-62, Noida, India

Roles and Responsibilities:-

- Assist in drafting and posting job advertisements on various platforms.
- Screen resumes and shortlist candidates based on job requirements.
- Coordinate and schedule interviews with shortlisted candidates.
- Conduct initial phone screenings to assess candidate suitability.
- Maintained candidate databases and tracked application statuses.

Max Healthcare

HR Intern

05/2023 – 11/2023
Patparganj, Delhi,
India

- **Recruitment:** Handling walk-in interviews for different positions like staff nurses, doctors, etc., tagging and Sending offer letters to new joiners, and Updating the interview tracker.
- **Onboarding:** Initiating the onboarding process, Making the joining kits, Checking the documents.
- **Learning and Development:** Making e-mailers for employees' birthdays and service anniversaries, Updating the Induction tracker, and Handling the activities of the session.

Team TEMPLE

General Manager

08/2022 – 04/2023
Banasthali Vidyapith,
Jaipur, India

- Managing the team.
- Managing all the preparations for the upcoming session.
- Taking team meetings on a daily basis.
- Making sure to meet the targeted registrations.
- Managing the expenses of the team.
- Conducting different activities for the participants.
- Distribution of certificates for the participants.
- Taking feedback meetings from the team.

EDUCATION

Master of Business Administration

Banasthali Vidyapith

Human Resources as a major and Banking & Finance as a minor subject.

07/2022 – 06/2024
Jaipur, Rajasthan,
India

Bachelor of Commerce

Banasthali Vidyapith

07/2019 – 05/2022
Jaipur, Rajasthan,
India

Senior Secondary School, CBSE

Holy Angels Convent School

04/2018 – 05/2019
Muzaffarnagar, India

Secondary School, CBSE

Holy Angels' Convent School

04/2016 – 05/2017
Muzaffarnagar, India

SKILLS

Soft & Technical Skills

- Attention to Detail
- Communication
- Critical thinking
- Multitasking
- Relationship Building
- Candidate Screening
- Recruitment
- Ms- Word
- Ms- Excel
- Ms- PowerPoint

PROJECTS

Universal Tribes

08/2021 – 10/2021

Aarambh 5.0

- Recruiting HR and Sales & marketing interns from different platforms.
- Taking the virtual interviews through Google Meet.
- Selecting the candidates and sending the offer letters to the candidates.
- Keeping track of all the sales done by the team.
- Providing the completion certificate to all the interns.
- Won 3rd position in Universal Tribes Premiere league.