

TANNYA

| tannya.upadhyay99@gmail.com | 9123286695 | www.linkedin.com/in/tannya-upadhyay-140100188 |

EDUCATION

MBA in Human Resource Management

Oct'2022 – Sep'2024

Institute of Management Studies

Ranchi, Jharkhand

- **Concentration:** Human Resource Management, Minor: Marketing Management
- **Percentage:** 74
- **Related Coursework:** Organizational Behavior, Human Resource Management, Business Ethics, Strategic Management, Business Research Management, Supply Chain management

B.A. in Economics

Jul'2017 – Nov'2020

St, Xavier's College

Ranchi, Jharkhand

- **Concentration:** Economics
- **Percentage:** 68
- **Related Coursework:** Microeconomics, Macroeconomics, Mathematical Economics, Statistics, Indian Economy

EXPERIENCE

HiyaMee Pvt. Ltd.

Noida, Uttar Pradesh

Recruitment Trainee

Aug 2024 – Oct 2024

- Conducted pre-screening and behavioral interviews to evaluate candidates' competencies.
- Assessed resumes for alignment with job requirements, improving shortlisting accuracy by 25%.
- Maintained detailed recruitment records, ensuring compliance with hiring standards.
- Enhanced candidate experience through efficient communication and support.
- Built and maintained a talent pipeline for future hiring needs.

Kefi Marketings

Ranchi, Jharkhand

Human Resource Intern

Mar 2024 – May 2024

- Sourced candidates using job portals, referrals, and direct outreach.
- Assisted in drafting HR policies, employee handbooks, and training materials.
- Organized employee engagement initiatives, boosting participation by 30%.
- Managed HR databases, ensuring 100% accuracy in records.

Central Coalfields Limited

Ranchi, Jharkhand

Summer Internship Program: Performance Appraisal

Jun 2023 – Jul 2023

- Analyzed performance appraisal systems, identifying key improvement areas.
- Provided actionable recommendations to senior HR leaders.
- Conducted qualitative feedback analysis, enhancing appraisal effectiveness.

SKILLS

Recruitment & Talent Acquisition, Employee Relations, Performance Management, Ms Excel, Word, PowerPoint, Interpersonal & Communication skills

CERTIFICATION

- **Writing That Sells – Certificate of Participation, TTT x Fambase (2022)**

VOLUNTEER

Ramakrishna Mission Ashram

Jan 2020 – Feb 2020

- Planted and maintained a community garden.

LANGUAGES

English, Hindi