

TANISH CHAUHAN

· +91 7623068357

Email · chauhantanish90@gmail.com

My work includes Management of the complete HR cycle including Recruitment & Selection, Induction Programmes, Performance Evaluation, Payroll Cycle, People Development, Building a culture, and People Operations. Also, I am identifying and implementing a new strategy in day-to-day work life so that the productivity of employees can be increased. My focus is to provide an employee a better place to grow in their field by providing them the best working culture.

EXPERIENCE

JULY 2022 – PRESENT

HR MANAGER, VAIKUNTH FABRICS (VBUIYZ)

- Control the Hiring and Hiring Process.
- Talent Management, Compensation and Employee Benefits, Training and Development, Compliance, and Workplace.
- Create and keep track of the Organization overall HR Strategies, Methods.
- Analyze the training requirements for a program and keep an eye on it.

JULY 2021 – JULY 2022

HR EXECUTIVE, VAIKUNTH FABRICS (VBUIYZ)

- Resourcing, screening and short-Listing resume through various job portal.
- Conducting telephone and personal interviews with Department head.
- Preparing offer letter, employment contract and job description, completing joining Formalities and Documentation.
- Maintaining Employee personal files and records.
- Tracking attendance, maintain leave records.

JUL 2020 – JUN 2021

RELATIONSHIP MANAGER, A-ONE HAIR & BEAUTY STUDIO

- Training Staff and Managing Staff Schedule.
- Collaborated with colleagues to exchange selling strategies and marketing information. Attended trade shows and sales conferences.
- Office Administration
- Supervising Staff Activities Including Phone Call and Email Drafting
- Generating Report Feedback

EDUCATION

APRIL 2022

BBA (HR), VNSGU

I completed my graduation at VEER NARMAD SOUTH GUJARAT UNIVERSITY; I achieved DIGITECH-2K19, Advanced Google Analytics.

12TH SCIENCE, GSHSEB.

I'm good in Physics & Chemistry; I'm winning in science fair competition in 12 standers I was make project of without sun light plant growing.

SKILLS

- LEADERSHIP
- MOTIVATION
- COMMUNICATION
- EMERGENCY PLANNING & RESPONSE
- Developing Training Program
- EMPLOYEE SELECTION & DEVELOPMENT
- PROBLEMS SOLVING
- STAFF MANAGING
- Grievance Management
- ANALYTICAL

ACTIVITIES

I have completed a comprehensive project on “**WORK ENVIRONMENT ON JOB SATISFACTION**”. and I have also done my summer internship project on **AMUL, HAVMOR, VADILAL & KWALITY WALL'S COMPANY**.

HOBBIES

- TRAKING
- GARBA
- TRAVELING
- BIKE RIDING
- SONG

PERSONAL DETAILS

LANGUAGE : ENGLISH, HINDI, GUJARATI

DATE OF BIRTH : 12 DEC. 1998

PLACE OF BIRTH : SURAT

GENDER : MALE

NATIONALITY : INDIAN

ADDRESH : 03, LAXMIWADI ROW HOUSE,
DANDI ROAD, MORABHAGAL SURAT, 395005.