

TANUSHREE ROY

RECRUITING ASSOCIATE

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☎ 06370689868

📍 Odisha

🚩 INDIAN

👤 SINGLE

👩 FEMALE

📅 30 Nov 1995

Profile

A dynamic & result oriented HR professional in developed and implemented, effective, recruiting strategies in order to attract, screen, recruit and select high quality candidates. Practiced numerous sourcing strategies including referral generation, placement and networking to develop a qualified pool of candidates. Create and execute sourcing strategies to fill current openings and help build a healthy pipeline of qualified candidate.

Professional Experience

Dec 2019 – Dec 2022

PLACEMENT HOUSE, RECRUITMENT ASSOCIATE

BARBAIL, ODISHA,
INDIA

- Shortlisting using tools - LinkedIn, Naukri, Monster, Internshala, Glassdoor, Indeed, Freshers world.
- Checking references, each project, and closing candidates..
- Conducted walk-in.
- Reporting skills including advanced excel.
- Strong knowledge of HCM systems.
- Evaluation.
- Responsible new joiners induction.
- Joining and Exit formalities.
- Coordinated for various events like cultural activities, welfare activities.
- Mass hiring through online drives & Campus drives
- Salary negotiation based upon skillset.
- Mass hiring through online drives & Campus drives.
- Screening Candidatures.
- Generating Offer letters, Experience, Appointment, Relieving and Full n final documents.
- Leads generation and Screening the candidates and Evaluation.
- Reviewed resumes on ATS and scheduled and conduct interviews.
- Coordinated with 3- 4 HR group simultaneously.
- Proficient of sourcing database, Onsite, HR ,C2H also.
- Communicated with ATS Software with 200+ candidates per shift via phone, e- mail & in person and answered their queries and responding to Email.
- ONBOARDING formalities.
- Onboarding of internal and external new hires including an intensive pre-boarding new hire orientation , and follow up related activities

Education

Sep 2016 – Jun 2018

MASTERS IN PMIR, UTKAL UNIVERSITY

BHUBANESWAR, INDIA

Jun 2013 – Jun 2016

BCOM, UTKAL UNIVERSITY

BHUBANESWAR, India

Languages

ENGLISH • HINDI • ODIA • ASSAMESE

Skills

- | | | | |
|------------------------------------|---|-----------------------|-------------------------|
| • MICROSOFT WORD/
ADVANCE EXCEL | • MS OFFICE | • MS OUTLOOK | • MS PPT |
| • HR PROCESS
MANAGEMENT | • RECRUITING / SOURCING /
SCREENING /HR
REPORTING | • ONBOARDING | • INTERVIEW SKILL |
| • SAP HCM | • ORACLE HCM CLOUD | • SQL | • ATS SOFTWARE |
| • TEAM WORK | • COMMUNICATION SKILL | • PROBLEM SOLVING | • TIME MANAGEMENT SKILL |
| • TEAM PLAYER | • HRIS TOOL | • EMPLOYEE ENGAGEMENT | |

Projects

Apr 2018 – Jun 2018

A Study on Diversity and inclusion at Tata steel, JAJPUR, ODISHA

Diversity is leveraged through inclusion, which requires employees to feel valued and included by an org.. Individuals have a need to belong, to be appreciated, to be treated fairly, and to be acknowledged from whatever source or basis they derive their identity from.

Apr 2017 – Jun 2017

Performance Management System at SAIL,BOM , KEONJHAR, ODISHA.

Many people equate performance mgt with performance appraisal. This is a common misconception.

Performance management is the term used to activities,tools,processes and programs that company to create or manage the performance of individual employees, teams, departments.

Declaration

I do here by declare that the information furnished above are true and correct to the best of my knowledge and belief.

TANUSHREE ROY

BHUBANESWAR, ODISHA, 5 OCTOBER 2023