

TANISHA JAIN

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Profile

Currently pursuing Bachelor of Journalism and Mass from Guru Gobind Singh Indraprastha University with a passion for Human Resource, I bring a blend of communication skills and theoretical knowledge. Eager to contribute to HR initiatives with creativity, diligence, and a commitment to organizational success.

Education

BA{JMC}|Management Education and Research Institute (Current CGPA: 8.9) 2021-2024

Modules: Communication, Graphic Designing, Public Relations and Digital Marketing

Extra Curriculars: Graphic designer for MERI News

Maharaja Agrasen Model School

Class 12th: Humanities (85.8%) 2021

Class 10th: 80.2% 2019

Experience

TNC Aviation | Human Resource Jan 2023-Oct 2023

- Managed recruitment and talent acquisition for the job.
- Fostered positive workplace dynamics and resolved disputes.
- Facilitated learning opportunities for employee growth and skill enhancement.
- Networked with aviation schools and industry events to source talent.
- Enhanced the hiring process by 10%.

AajTak | Public Relations and Guest Coordinator Nov 2023

- Managed guest lists, RSVPs, and ensured smooth event logistics for public relations activities.
- Served as a point of contact for guests, provided assistance, information, and ensured a positive experience.
- Coordinated with internal teams and external stakeholders to ensure events meet objectives and enhance brand perception.

SKCF Children Foundation | Human Resource Manager Jul 2021-Jul 2022

- Developed and implemented HR policies and procedures tailored to the needs of the NGO, ensuring compliance with labor laws and regulations.
- Managed recruitment, onboarding, and performance evaluation processes for staff and volunteers, fostering a positive organizational culture and engagement.
- Spearheading diversity, equity, and inclusion initiatives to ensure an inclusive and equitable work environment that reflects the values and mission of the NGO.

Skills and Others

- Technical Skills: MS Office (Advanced Excel, Word, PowerPoint)
- Soft Skills: Communication, Interpersonal Skills, Teamwork, Leadership, Time Management
- Volunteering: SKCF Children Foundation
- Certifications: Model United Nations
- Languages: English and Hindi
- Interests: Reading Novels and travelling