

# Tanya Tripathi

4+ years experienced Human Resources Specialist. Assisted with administration of HR for a mid-sized Micro Finance Firm. Facilitated onboarding for approx 1000 employees.

## EXPERIENCE

### S. V. Creditline Limited, Gurgaon — Sr. HR Executive

September 2015 - PRESENT

- Responsible for internal and external transfer handling.
- Responsible for compilation of conveyance, attendance and leaves for payroll.
- Responsible for joining formalities of new joiner from Junior level to Senior level.
- Performed complete reference and background checks.
- Communicate welcome mails of new joiners with all existing employees and with IT and admin team for their official mail ids
- Arranging HR induction for new joiners and conducting training for them.
- Conducting employment and background verification of employees and discussing final report with senior management in case of any dispute.
- Preparing appointment letter and service agreements of new joiners
- Update all HR MIS Reports, and share with senior management on monthly basis.
- Updation of new employee's details in database including transfer, appraisal, relieving
- Enrollment of new joiners on ESIC portal and TIC generation
- Worked on internal software tools to maintain employees details such as onboarding, joining details, employment history.
- Responsible for employee engagement.

### SAC Management, Lucknow — HR Recruiter

Nov 2014 - May 2015

- Responsible for level 1 telephonic Interview to pre-qualify the candidates.
- Sourced, interviewed, hired qualified candidates.
- Partnering with hiring managers to determine staffing needs
- Following up on the interview process status
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- Completing timely reports on employment activity

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Patel Nagar

Gurgaon, 122003

## SKILLS

- Employee onboarding
- Orientation
- MS Office
- Administration
- HR Operation
- File Management
- Teamwork and collaboration
- Problem Solving abilities

## LANGUAGES

English, Hindi

## HOBBIES

Cooking, Learning about new things

## EDUCATION

Gautam Buddha Technical University, Lucknow

**MBA**

**Human Resource and Marketing**

July 2012 - June 2014

IGNOU, Gorakhpur —

**BCA**

January 2009 - January 2012