NUPUR TYAGI

Mobile no. (+91) 9958685044

E-mail: nuptya@gmail.com

Address:703 Deodar block, Shipra Shristi, Indrapuram

**Career Objective**:

Human Resource professional with 4 years of experience in the industry and 1 year of experience as an Entrepreneur. Highly skilled at performing due diligence on resource management, staffing, recruitment, sourcing, documentation, induction programmes, employee life cycle engagements with excellent written and verbal communication skills. Extensive reporting and well versed with MS- Office skills (MS Excel, MS PowerPoint, and MS Word) including the ability to quickly master the use of various softwares (e.g. Quick books).To ensure that I enhance my skills and knowledge within the organization and the ability to perform my best at the task I am given. To ensure I am an efficient employee and that I come to the expectations, of my employer and professionally proficient.

**Professional Synopsis:**

**Worked with Agrima Business Solutions Pvt. Ltd., Noida-63 as HR Executive.**

**DURATION:** 1 year (6-03-2012 to 21-02-2013)

**Worked with Sharp Infotech Solutions Pvt. Ltd.,Howrah, West Bengal, as a Senior HR Executive**

**DURATION**: 2.8 Years (01-03-2013 to 05-01-2016)

**Worked with Lalakakirana.com (Amanusa Ventures Pvt. Ltd.), Indirapuram, Ghaziabad**

**DURATION**: 1 Year (17-07-2018 to 11-06-2019)

**Worked with Easy Policy Insurance Web Aggregator Pvt. Ltd. As an HR Executive(SPOC) handled a branch.**

**Duration**: (26-07-2019 to 02-01-2020)

**Worked with Insta-policy.com., Malad east, Mumbai as an HR Manager.**

**Duration:** (20-01-2020 to Present)

**SKILL SET**

***HR Recruitment*** 🙞 ***HR Generalist*** 🙞 ***Talent Management*** 🙞 **Training *& Development***

* Knowledge of HRM, recruitment, statutory compliances like Grievances handling, administration, salary, corporate communication etc.
* Excellent listening and decision making skills.
* Inter-department and intra-department coordination’s.
* Conflict Management
* Stress management of employees in order to keep organization growing
* Objection Handling Skills
* Ability to develop and grow relationships and sponsorship.
* Balance of task and people orientation.
* Excellent Negotiator and Business Development ability.
* A Motivational Team Leader and dedicated team player
* Ability to work with people at all levels in the organization.

**Recruitment**

* Knowing and developing sources of recruitment from which suitable applicants may be drawn (i.e. advertising Media, Employment Agencies, Websites, Personal Contacts, and Recommendations from existing employees.
* Organizing Job fairs for recruitment and spot offers to competent candidates.
* Maintaining Data Bank and ensuring that all applicants are dealt in a manner which enhances the image of the company.
* Coordinating Interviews at all Level positions.
* Completing joining formalities.
* To issue Letter of Intent, Appointment Letter and Confirmation Letter.
* Conducting verification of candidates through external resources and consultant.

**General H.R. Functions & Statutory Compliances**

* Maintaining Personal Files & Employee’s Database
* Ensuring Statutory Compliances i.e. Attendance, Leaves, Salary etc.
* To prepare full & final settlements
* To issue warning letter, termination letter and acceptance of resignation
* Handling employee’s grievances regarding salary, other relevant resources and stationeries.
* Handling of dispatches and communication within the organizations like Salary cheques, Inter Office Memo, Standard Operating Procedures handbook, organization’s latest development news within the organization in all levels of Job hierarchy as per requirement.

**Training & Development.**

* Induction and industrial training to new joiners to ensure effective business operations.
* Maintaining training calendar for employees of respective department to ensure to add value to employees skills so that organization becomes more competitive.
* Finding and researching on training needs of individual employees as per respective work to add value to skills.

**Professional Qualification**:

* Post Graduate Diploma in Management (**PGDM)** from Centre for management development, (**CMD**) Modinagar. **Approved by AICTE** Ministry of HRD, Government of India and **AIU** **approved (**equivalent to M.B.A.**), accredited by NBA** and **an ISO 9001:2008 certified institute**.(Passing year **2012**, marks obtained **86%)**
* Bachelor in Business Administration (**BBA**) from Institute of Management Studies **(IMS), Ghaziabad.** Affiliated to C.C.S. University, Meerut. (Passing year **2010**, marks obtained **70%)**

**Academic Qualification**:

* Higher Secondary Certificate from D.A.V Public School, Ghaziabad in 2007 with 74.0%.
* Senior Secondary Certificate from D. A.V Public School, Ghaziabad in 2005 with 78.6%.

**Summer Training Project:**

1. Organization : Bharat Electronics Ltd., Ghaziabad

Duration : 6 weeks (02-05-2011 to 11-06-2011)

**Project handled**

Employee Engagement in Organization.

KRA

* To find out the employee engagement level of the employees in the organization.
* To study the Hewitt 2009 report on employee engagement level.
* To find out the reasons responsible for the existing employee engagement level.
* To compare the results with Hewitt‘s 2009 results.

1. Organization : Sheela Foam Pvt Ltd

Duration : 7 weeks (15-06-2011 to 02-08-2011)

**Project handled**

Performance Appraisal System

KRA

* To study the performance appraisal system of SPFL.
* To find out the satisfaction level among employees related to performance appraisal system.
* To compare it with other companies.
* To suggest ideas to improve the performance appraisal level.

1. Organization : Bharat Electronics Ltd., Ghaziabad.

Duration : 6 weeks (22-06-2009 to 04-08-2009)

**Project handled**

Recruitment and selection policy of the company.

KRA

* To study the recruitment and selection procedure of the company.
* To find out the shortcomings of existing procedure.

**Extra Curricular Activities**:

* Topper of PGDM Batch.
* Member of CIET (an NGO).
* Member of Alumni cell in college.
* Certificate in French language.

**Personal Vitae**:

Name : Nupur Tyagi

Father’s Name : Mr. S.C Tyagi

Alternate Contact no. : (+91)9958685044

Alternative email : nupur4815@rediffmail.com

Languages Known : English, Hindi, and French.

Key Emphasis on : Positive attitude, Punctuality, honesty, adaptability.

DATE:

PLACE:  **(Nupur Tyagi)**