

# **TANYA SHRIVASTAVA**

**ADDRESS**-Baroon katra shab khan(Etawah)

**CURRENT ADDRESS**- H.No. 300, Viram Khand 1 Gomti Nagar, Lucknow.

**EMAIL** Tanyasrivastava302@gmail.com

**MOB**-7505504570

## **CAREER OBJECTIVE:**

To build a long term career in your profession with opportunities for career growth.

## **WORK EXPERIENCE :**

Worked with Basicx HR Solutions as a HR Recruiter from Jan 2018 till March 2020.

## **KEY RESPONSIBILITY:**

- Responsible for the end –to-end process of recruitment with our clients.
- Developing a good understanding of client companies, their industry.
- Sourcing, screening and assessing profiles as per client requirements from various channels, mainly through references and social networking.
- Using social media to advertise positions , attract candidates and build relationships with candidates and employers.
- Using candidate databases to match the right person to the client’s vacancy.
- Receiving and reviewing applications, managing interviews and tests and creating a shortlist of candidates for the client.
- Briefing the candidate about the responsibilities, salary and benefits of the job in question.
- Organizing interviews for candidates as requested by the client.
- Informing candidates about the results of their interviews.
- Negotiating pay and salary rates and finalizing arrangements between client and candidates.
- Manage client and candidate expectations.

## **EDUCATION QUALIFICATIONS:**

- MBA from Kanpur Institute Of Technology,Kanpur (Affiliated From UPTU,Lucknow), 2014-16.
- B.com from Kanpur university 2011
- Intermediate from UP board in 2008.
- High school from UP board in 2006 .

## **OTHER SKILLS**

Basic Knowledge of

- Facebook Ads
- Instagram Ads
- linkedin Ads
- Twitter Ads
- Google Ads
- PPC (per pay click )
- Payroll Process
- Attendance Management
- Leave Management
- Induction
- Exit Management

## **COMPUTER AWARENESS**

- P.G.D.C.A from Jodhpur university
- M.S Excel.( VLOOKUP )

## **STRENGTHS:**

Hardworking, Integrity and discipline,Quick Learner.

## **HOBBIES:**

Reading Magazines,Newspaper & Story Books.

## **PERSONAL DETAILS:**

Name : Tanya Shrivastava

Father's Name : Mr.Jay Prakash Shrivastava

Occupation : Accountant in jal nigam.

Mother's Name : Mrs.Sneh Shrivastava

Occupation : Housemaker

Nationality : Indian

Date of Birth : 28/ 12/ 1990

Language Known : HINDI , ENGLISH

Mob No. : 7505504570