**TANYA SOOD**

**Email Id**: [tanya.sood048@gmail.com](mailto:tanya.sood048@gmail.com) **Mobile Number**: 9650456365

**OBJECTIVE**: To work in a stimulating environment where I can apply and enhance my knowledge, skills to serve the organization to the best of my efforts.

**WORK EXPERIENCE**

**HR Associate (Background Verification)**

**M/s IDC Technologies (Client Location - HCL Technologies)**

* Coordinating and interacting between Vendor and Recruiter for background verification of new recruits all over India.
* Fulfilling insufficient documents of new recruits by raising insufficiency to recruiter and making the required documents available to the vendor for initiating BGV Process.
* Checking reports for the insufficiency.
* Maintaining tracker for cases actioned on tool (Smart Verify).
* Providing New Joining Console (NJC) clearance for on-boarding candidates.

**EDUCATIONAL QUALIFICATIONS:**

* 2017-19- MBA (Majors- HR, Minors- Marketing) from Guru Gobind Singh Indraprastha University - 65%
* 2017 - B.Com (Program)-Vivekananda College, Delhi University-72%
* 2014 - 12th from DLF Public School, Sahibabad, Ghaziabad: CBSE: 89%
* 2012 - 10th from DLF Public School, Sahibabad, Ghaziabad: CBSE: 9.8 CGPA

**INTERNSHIP**

* June to July, 2018 - Internship in HR Department at **BHARAT HEAVY ELECTRICALS LIMITED (BHEL), NOIDA**. - Worked on the **Performance Management System** of the Company learning the Companies policies on evaluating Employees’ performance and promotion policy.

**PROJECTS UNDERTAKEN**

* Analysing the present Performance Management System (E-MAP) in BHEL. Also the satisfaction level of the employees with regards to the E-map system was studied.
* **Project Dissertation- Stress Management undertaken at State Bank of India** wherein the existence of stress level among the employees in SBI were studied, factors causing such stress and it effect on employee performance was determined.
* Case Study presentation of Start Up- **Case Study on OLA**

Presented a case study on the establishment and growth strategies of “OLA CABS” exploring about its initial stages, how it came into existence and the strategies adopted by Entrepreneurs to build India’s biggest start-up.

**AWARDS AND ACHIEVEMENTS:**

* Awarded Certificate of Merit from Commerce Association in International Commerce Olympiad, 2012.
* Awarded 2nd prize in an event “SYNTHESIS- Research Presentation” in college Management fest “ENDEAVOUR”
* Awarded by Amul Vidya Shree for outstanding academic performance in CBSE (10th)
* Awarded 3rd prize in table tennis in college sports day.
* Awarded first prize twice, at inter house school level KHO-KHO competition.

**EXTRA CURRICULAR ACTIVITIES:**

* Coordinator of “Quiz” in Management fest “ENDEAVOUR”
* Participated in AD-MAD event in college management fest “ENDEAVOUR”
* Participated in Budget Session 2018 in Management College.
* Participated in badminton in Sports Day of college.
* Coordinator of “CLINCH THE DEAL” College Fest “SVESTRAN” 2016.
* Been an active member of “NGO- UMEED”.
* Been an active Member of “ENACTUS”.
* Member of the School Start-up [International School Enterprise Challenge (2013-14)]

**COMPUTER SKILLS:**

* Basics of SAP HR Module learnt during internship at BHEL
* MS Office
* Basic Tally

**PERSONAL DETAILS:**

* **Father’s Name**: Rakesh Sood
* **Date Of Birth**: 9th May,1996
* **Address**: F/A-232, Lajpat Nagar, Sahibabad, Ghaziabad,201005
* **Languages Known**: Hindi and English