**ABHINAV TYAGI MOBILE NO.**

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**CAREER OBJECTIVE**

# Seeking a position to utilize my skills and abilities in the industrythat offers professional growth while being resourceful, innovative and flexible. Willing to work as a key player in challenging & creative environment.

**PROFESSIONAL EXPERIENCE**

Worked as Executive-HR in Nirvana Solutions Pvt Ltd, Gurgaon (India).

Duration: Feb 17, 2015 to Oct 10, 2016

Working as Executive-HR in Nirvana Solutions Pvt Ltd, Gurgaon (India).

Duration: Sep 08, 2017 to Present

**Key Result Areas:**

**Recruitment & Selection:**

Understanding manpower requirements.

Identify best sources of recruitment by finding appropriate Job portals & consultants.

Sourcing of resumes.

Job posting on portals.

Getting consultants empanelled.

Releasing referral mails & Internal job postings.

Evaluation of applications received through portals.

Evaluation of referral resumes.

Co-ordination with Consultant, sending JD's and evaluating resumes.

Coordination for test & interviews.

Conduct HR interviews for shortlisted candidates.

Regular catch up calls with candidates till they join.

To Update candidate information sheet.

Done the IT hirings of various profiles like Software Engineer's, Sr. Software Engineer's in .Net, Java, c++ profiles etc.

Done the extensive hirings for Business Intelligence developer profile.

Done the hirings for Software testing profile (QA Engineers).

**On Boarding:**

Getting employee code generated.

Collate inputs for "new face" from candidate and share list of docs to be carried for joining date.

Sending intimation to IT Admin Team & respective Training Team.

Advance information to reporting head about new joiner. Freeze buddy name for the new joiner.

Welcoming new joiner and getting all forms filled.

New face notification - Information to all staff about new joiner.

Taking new joiner for a round of office, various introductions incl. transport personnel.

Processing of all forms of new joiner.

Coordinate for new salary account opened.

Medical Insurance nomination inputs to Admin.

Filing of all forms and papers of new joiner in personnel files.

**Background Verification:**

Coordination with employee and agency for background verification.

Follow ups on reports.

Invoice verification, updating of tracker and processing of invoices.

**Performance** **Management:**

Initiate probation completion process.

Initiate annual appraisal process quarterly.

Follow ups for review meetings.

Need to ensure that eligible employees fill up their appraisal sheet.

Compilation of all relevant data for business.

**Exit Management:**

Assembling exit interview and other exit formalities for the resigned employees.

Taking care of end to end exit process and documenting the same in the exit database.

**Campus Recruitments:**

Taking care of campus recruitment activities by coordinating *with* different colleges and recruiting the Fresher's from the colleges and Universities.

**Employee Engagement**:

Resolving employee queries.

Conflict resolution and counselling.

Coordinating for events with Rhythm team.

Thought for the day mailers to the Ofiice.

To send Birthday emails and handing over birthday gifts to employees.

**EDUCATIONAL QUALIFICATIONS**

* **PROFESSIONAL**- MBA(in HR & Marketing) from IIMT MANAGEMENTCOLLEGE,MEERUT affiliated to Uttar Pradesh Technical University ,Lucknow with 76% aggregate marks.(2013-15).
* **TECHNICAL** -Passed B-Tech (in Computer Science &Engg) from GurukulKangriUniversity, Haridwarwith 78% aggregate marks.
* **ACADEMIC** -Passed Intermediate from CBSE board with 81% aggregate marks.
* **ACADEMIC** -Passed High School from CBSE board with 84% aggregate marks.
* **CERTIFICATIONS**- CERTIFIED REWARDS READY PROFESSIONAL BY AON.

CERTIFIED PERFORMANCE MANAGEMENT READY PROFESSIONAL BY AON.

**SUMMER INTERNSHIP**

ORGANISATION-The Vertical Recruiters Pvt Ltd, New Delhi.

TITLE-Recruitment & Selection Procedure of BPO’s.

DURATION-1.5 months(16 june 2014 to 31 july 2014)

**ACHIEVEMENTS**

* Topper of the year 2013-14 in MBA.
* Secured first position in “ANNUAL BUSINESS QUIZ” budding professionals held inIIMT group ofcolleges, Meerut
* Awarded cash price by IIMT MANAGEMENTCOLLEGE for securing 100% attendance in the first semester.
* Awarded cash price and certificate by an NGO for excellent performance in high school mathematics exam.
* Awarded certificate by Tuples Ltdfor completion of basic computer skills trainingwith A+ grade.

**STRENGTHS**

* Dedication and Sincerity
* Positive Attitude
* Team Player

## **HOBBIES**

* Reading Newspapers.
* Surfing Informative Websites.
* Listening to music.

## **PERSONAL INFORMATION**

**Father’s Name:** Mr.R.K Tyagi

**DOB:** July 1, 1986.

**Gender:** Male

**Marital Status:**  Married

**Nationality:** Indian

**Address:** 166-6 Phool Bagh, Suraj Kund Road, Meerut(UP, India)

**CANDIDATE’S DECLARATION**

I declare that the information placed above is true to the best of my knowledge.

Place:-Meerut (India) ABHINAV TYAGI