

# TANVI VERMA

Thane, Kalyan (MH) • 9152228134

[tanviverma1808@gmail.com](mailto:tanviverma1808@gmail.com)

## Education

**MBA in HR, 2023**

Welingkar Institute of Management.

**B.com, 2021**

From Priti Academy International

College

82.05%

**HSC, 2018**

Holy Cross Convent College

(67.08%)

**SSC, 2016**

Century Rayon High School

(78.80%)

## Key Skills

- Communication & good Interpersonal skills
  - Microsoft Office
- Strategic management
  - Adaptable
- Resolving Queries
  - MS-CIT

## Languages

- English
- Hindi
- Marathi

## Objective

An organized and motivated employee capable of time management and working under pressure in all environments. To enhance my skills by taking on this challenging position and expanding my knowledge.

## Experience

**September 2023 – Present**

**Senior Executive HR & Admin • SANGAM DRESSES PVT LTD**

- Maintaining entire Factory manpower & records.
- Looking after all the absenteeism, Attrition & Retaining Employees.
- Maintaining HR Database, HRIMS work, Joining, On boarding, Induction & Documentations work.
- Looking after all the Overtimes workings, leave records, attendance, process of full & final settlements & Exit formalities.
- Maintaining all the statutory compliance. (PF, ESIC).
- Looking after all the Audits of Factory Housekeeping, transport & internal systems.
- Handling all the grievances of the employees, managing factory supervision.
- Assisting in Canvassing of blue-collar manpower & in recruitment process for management staff.
- Responsible for the factory inventory, stationery & pantry management.
- Assisting in Payroll activities of on roll & off roll employees.
- Actively participating in arranging social well being functions for employees.
- Arranging sessions for the blue-collar employees of their Health & safety, security & discipline.
- Assisting the team for setting the KRA's & KPI of the employees.
- Assisting in the performance Improvement plan, quarterly review & yearly increment process.

**March 2023 – September 2023**

**Senior Executive – Human Resources • SKYWAYS GROUP**

- Maintaining employee personnel records.
- Maintaining confidentiality of all HR related business items/documents.
- Maintaining HR databases, updating and maintaining employment status and similar records

- Deal with employee requests regarding human resources issues, rules, and regulations.
- To ensure discipline and punctuality in the staff, in regards to the working times, overtimes and leave.
- Maintaining their attendance, appointment letter, confirmation letter.
- Assisting in recruiting, selection process after selection working on On-boarding process, documentations, ID generation, Induction.
- Looking after all employee engagement and all other HR related activities.
- Actively Participating in the Payroll, PF and ESIC activities.

***Dec 2020 – Feb 23***

**Sr. Officer • Asst President – Bu-Rail • CJ DARCL LOGISTICS LTD**

- Prepare the agendas for President Desk.
- Pro-actively participating and assisting HR Activities.
- Maintained & organized confidential files & records, reviewed CV and resumes, taking test & interviews of candidates.
- Provided support to new personnel, managed documentation process.
- Coordinated various employment activities on company level, completed detailed employee evaluation & survey setups & other administrative works.
- Provides a bridge for smooth communication between the President's office and internal/external departments.
- Completes a broad variety of administrative tasks for the President, Drafts emails & other correspondence as directed by president, maintaining evaluation of annual & other reports.
- Badged received as a Helping hand for resolving the matter, punctuality in work, adapting nature.