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TANIYA ANAND

WORK EXPERIENCE

THINK AND LEARN PVT LTD-BYJU'S

- RECRUITMENT MANAGER -TRAINING AND STAFFING

(MAY 2021 – PRESENT)

BUSINESS DEVELOPMENT ASSOCIATE

(AUG 2020-MARCH 2021)

Non-IT and end to end sales staffing.

1. Sourcing candidates from different Job portals, Reducing the cost per hire.
2. Screening the relevant profiles and scheduling, conducting their interviews.
3. Hiring the best Talent for organization and rolling out the offer letter.
4. Hiring Non-IT Staff across 800+ Cities of India.
5. Strategizing and streamlining the process to reduce attrition by 15%.
6. Training, development, motivation and coaching of around 500+ employees.

EDUCATION

- **MBA -Finance and marketing**

The Business School, University of Jammu

(2018-2020)

- **B.E- Electronics and communication**

MIET, University of Jammu

(2013-2017)

- **XII (CBSC)**

Presentation Convent Sr. Sec School

(2012-2013)

- **X (CBSE)**

Presentation Convent Sr. Sec. School

(2010-2011)

SKILLS

- Superior communication, decision making and negotiation skills.
- Candidate screening and assessment.
- Strong organizational and time management skills
- Strong attention to detail and ability to work to tight deadlines.
- Good leadership and management skills
- Ability to rapidly build relationship and trust.
- Multi-tasking.

PROJECTS

- **AVR and ARM based speaking system for deaf and dumb.**

This is an AVR and ARM based project which aims at bridging the communication gap between deaf and dumb persons using Arduino nano boards.

- **Live project with ITC**

This included market survey and sales of their products in Jammu .

- **Internship of 2 months with HDFC bank**

2 months internship in sales department for their CASA products.

STRENGTHS

Hard working

Punctual

Dedicated

Goal oriented

LANGUAGES

- English
- Hindi

