

Tanisha Kapoor

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Education

- – **Completed Schooling from Queen Mary's School**
-Pursuing D. Pharma (Degree in Pharmacy)

Professional Summary

- Results-driven HR professional with 2+ years of experience in HR and customer-facing roles, delivering exceptional employee experiences and driving business growth. Proven expertise in employee engagement, talent management, labour laws, and communication. Adept at fostering positive work environments, building strong relationships, and ensuring seamless HR operations.

Experience

- **Dreamweavers Pvt Ltd**

Total work experience- (2 years)

HR Executive, DreamWeavers Info Com Pvt Ltd (1 year 3 months)

- Managed employee engagement, onboarding, and exit interviews
- Conducted interviews and handled talent management
- Ensured compliance with labour laws, attendance, and audits
- Demonstrated excellent communication and negotiation skills
- Handled recruitment from job posting to offer extension
- Conducted salary discussions and negotiations with candidates
- Managed employee induction programs, ensuring a smooth transition to company
- Conducted employee engagement activities
- Salary discussions

Customer Relationship Executive (1 year)

- Handled customer queries and resolved issues
- Built strong relationships with clients and ensured customer satisfaction

Skills

- - Negotiation
- - Team Handling
- - Employee Engagement
- - Onboarding to Exit Interviews
- - Communication Skills
- - Interviews
- - Talent Management
- - Labour Laws
- - Attendance and Audits
- - HR Operations
- - Recruitment
- - Salary Discussion and Negotiation
- - Employee Induction
- - Performance Management
- - Employee Relations
- - Conflict Resolution

Objective

Transformational HR executive seeking a Lead HR role that applies my expertise in HR principles, labor laws, and business acumen to drive organizational excellence, improve employee engagement, and support business growth. With a strong background in recruitment, employee relations, and benefits administration, I am poised to leverage my skills to drive strategic HR initiatives, foster a high-performing culture, and contribute to the organization's success

Achievements & Awards

- -- Received the "Best Employee" award at DreamWeavers Info Com Pvt Ltd
- Certifications/Awards: - Certificate of Best Employee, DreamWeavers Info Com pvt ltd

Languages

- English Hindi