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|  | Tanya MittalFlat No.1/6, Arif Chambers 5th, Sector-H, Aliganj, LucknowMobile: +91-9918319781 Email: tanyamittal007@gmail.com Date of Birth: 01-Dec-1993  |

**OBJECTIVE**

A skilled communicator with excellent people and leadership skills and a keen ability to relate to people effectively at all levels. A determined hard worker, who perseveres to ensure completion with excellent attention to detail and dedication, seeking a fulfilling position in the organization that offers growth opportunities and allowing me to utilise my management skills and expertise.

**SUMMARY OF SKILLS**

Goal orientated with excellent ability to multitask and deliver high quality results

Confident and reliable in building and developing trusting relationships in a professional capacity.

Deep understanding of cultures with a talent. Good interpersonal skills.

Exceptional presentation skills based on thorough planning and interactive delivery ensuring aims are achieved and the audience is engaged.

**PROFESSIONAL EXPERIENCE**

**Antal International, Lucknow, India**

**Associate Consultant April-2019- September-19**

• Sourcing candidates from the job portals as per the job description.

• Posted and advertised for openings.

• Screening, interviewing & short-listing candidates on behalf of the client organizations.

• Handling recruitment for Senior & middle-level positions.

• Ability to handle multiple positions at a time.

• Conducting the preliminary interviews either telephonically.

• Briefing the candidates regarding the job profile, salary package and organization etc.

• Regulated post-offer probation terms and conditions.

• Preparation of daily MIS report.

**ENTREPRENURESHIP**

**Co-Founder – A&T Dance Classes and Wedding Choreography Dec – 2017 - Present**

Being a student and graduate in Indian classical danced, bharatnatyam , I wanted to make learning dance more accessible to people from all walks of life. However, being an MBA it wasn’t long before I considered wedding choreography as an Opportunity to take my passion as a career .

I, along with my partner took a determined steady step into the market . We made substantial growth with the passing time and made our way to success. Our presence in the field of wedding choreography grew overtime and with W-O-M and social media promotions, it increased our reach and visibility into other domains. During the course of our venture, we had the opportunity to train students of IIM- Lucknow along with other Institutions.

**EDUCATION AND TRAINING**

Post Graduate Diploma in Management (Human Resources) 2016 - 2018

Jaipuria Institute Of Management, Lucknow(U.P), India

Bachelor of Commerce 2011 – 2015

Lucknow University, Lucknow (U.P), India

Higher Senior Secondary Education (XII) 2009 - 2011

Vidyatree Modern world College, Lucknow (U.P), India

Senior Secondary Education (X) 2007 – 2009

Vidyatree Modern world College, Lucknow (U.P), India

**SUMMER INTERNSHIP**

**A2Z Ltd. Gurgaon** April – June 2017

Project: Study of HR Functions at A2Z Ltd.

**Learnings:**

Recruitment process of the company

HR practices in company’s employee engagement

Arranged meetings between people

Classified and sorted information into categories

Learned to initiate personal contacts/new ideas and ways of doing things

**EXTRA CURRICULAR ACTIVITES**

Finalist in MIDCOM business challenge organized by Jaipuria Institute of Management Lucknow. 2016

Participated in duet dance at Jaipuria Institute of Management Noida fest “Gravity”. 2016

Graduated in dance “Bharatanatyam” from Prayag Allahabad University. 2014

Voluntarily worked at Mahindra sanatkada Lucknow festival (MSLF-18) 2018

**LANGUAGES:** English, Hindi.

**HOBBIES:** Dancing, Travelling.

**PERSONAL DETAILS:**

Father’s Name : Sanjeev Kumar Mittal

Marital Status : Single

Permanent address : flat no. 1/6, Arif Chambers 5th , Sector-H , Aliganj , Lucknow

REFERENCES: Available on Demand.

I hereby declare that all the information above stated is true to the Best of my knowledge and belief.

Date:

Place: Lucknow [Tanya Mittal]