

TABISH TAQI

Lucknow, India

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HR Professional with extensive experience in planning, directing and coordinating HR policies. Skilled in various staff affairs such as hiring, appraisals. Excellent problem solver, talented at troubleshooting and remedying staff issues and complaints.

WORK EXPERIENCE

Senior HR Executive

06/2018 to Present

Sahara India

Lucknow

- Supervised and coordinated work activities of subordinates and staff relating to employment, compensation, labor relations and employee relations.
- Allocated human resources, ensured appropriate matches between personnel.
- Conducted new employee orientation to foster positive attitude toward organizational objectives.
- Provided current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits.
- Organized, directed, controlled, and coordinated personnel, training and labor relations activities of organization. Maintained records and compiled statistical reports concerning personnel-related data such as hires, transfers, performance appraisals and absenteeism rates.

HR Executive

10/2014 to 04/2018

S.S Medical Systems (I) Pvt. Ltd.

Lucknow

- Scheduled and conducted new employee orientations.
- Performed searches for qualified job candidates, using sources such as computer databases, networking, Internet recruiting resources, media advertisements, job fairs, recruiting firms, and employee referrals.
- Informed job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, and promotion opportunities.
- Developed and implemented recruiting strategies to meet current and anticipated staffing needs.
- Provided management with information and training related to interviewing, performance appraisals, counseling techniques and documentation of performance issues.
- Hired employees and process hiring-related paperwork.

SKILLS

- MIS/Documentation
- MS Office
- Team Building & Motivation
- Data Analysis
- Network Troubleshooting

EDUCATION

- ✓ Dr. A.P.J Abdul Kalam Technical University, Lucknow
MBA
2022
- ✓ Uttar Pradesh Technical University, Lucknow
B.TECH
2014
- ✓ Kendriya Vidyalaya, Aliganj, Lucknow
INTERMEDIATE
2010
- ✓ Kendriya Vidyalaya, Aliganj, Lucknow
HIGH SCHOOL
2008

LANGUAGES

- ✓ English – Fluent (Speaking, Reading, Writing)
- ✓ Hindi – Mother Tongue