

# MANSI TANDON

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## CAREER OBJECTIVE

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To obtain a position where my knowledge and skills can be best utilized for the growth of the company and also encourages my professional and personal growth.

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## EDUCATION

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2018-2020	Civil Services preparation	-	-
2014-2017	B. Com (Regular)	Sri Aurobindo, Delhi University	70%
2013-2014	Class XII, CBSE	Dynasty International, Faridabad	91%
2011-2012	Class X, CBSE	Dynasty International, Faridabad	7.80(CGPA)

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## EXPERIENCE

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### NxtLife Technologies

Gurgaon, India

HR Executive (Sep'2019 –Present)

- Assist Director in managing company's data and maintaining employee relations
- Payroll, Compliances and Background Verification
- Screened over 5000 job applications for staff positions, created Job Descriptions and took interviews for the same (Screening, Shortlisting, Interviewing, Selecting, On-boarding and Documentation)
- Handle whole hiring and relieving procedure and managed documents for the same
- Obtain background information on people accepted into positions and do all documentation
- Publicize job openings on online job portals (Naukri, LinkedIn, Indeed, Angel, Internshala, etc)
- Manage attendance data, leaves data and approval, worksheets, billings and releasing salaries.
- Orientation, employee of the month and different events for staff
- Expand company's link with TPOs, E-Cell and various Companies
- Recruitment Drives Management (for NITs and numerous Private Institutes)

### Yburis Infotech

Gurgaon, India

BusinessDeveloper (Nov'2017--Jan'2018)

- End-to-end client management – requirement analysis and understanding, budget negotiation and finalization, queries handling, ensuring timely delivery of project.
- Cross functional internal discussions to decide budget allocation and timelines planning.
- Content management and improvisation of Yburis website.

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## INTERNSHIP

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### Being Healthy

Faridabad, India

Intern (July'2016–Sep'2017)

- Created product presentations and effective content for online and offline marketing.
- Provided product download to sales team.

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### EXTRA CURRICULAR ACTIVITIES

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- Took MS-Office Coaching for 3 months.
- Coordinator and Assistant Choreographer of CRUNK Dance Society, Aurobindo College, Delhi University (2015-2017).
- Member of ABLE YOUTHNGO (Affiliated by Able Charities) which works for upliftment of under privileged children (2015-2018).
- Zonal level Basketball player (2010-2012).
- Participated and won prizes in dance competitions of numerous collegescultural festivals and zonal level school competitions.
- Participated in Dance India Dance, national level dance competition (2013).

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### PERSONAL INFORMATION

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Address: Amolik Heights, Tower -2 Flat no. 503, Sector-88, Faridabad,  
Haryana (121002)  
Date of Birth: 11th September, 1996  
Languages known: Hindi and English

