

TANIYA GOPINATH GOLI

Entry-Level Talent Acquisition | Recruitment | HR Operations

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Profile Summary

BBA graduate with internship and project experience in HR. Skilled in recruitment coordination, attendance tracking, and employee data handling. Completed a Certificate Course in Human Resources with Specialisation in Talent Acquisition. Looking for an entry-level role in Talent Acquisition or Recruitment where I can support hiring processes and grow into a strong HR professional.

Education

Bachelor of Business Administration (BBA) | HNCC, Solapur | 2022-2025

Specialisation: Human Resources

Practical HR Experience

Recruitment Tracker (Project)

- Tracked 50 candidate applications to monitor progress of hiring across departments.
- Made simple reports showing which sources brought the most candidates.

Employee Attrition Analysis (Project)

- Reviewed data of 50 employees to find reasons for leaving.
- Shared basic metrics like attrition %, average tenure, and exit reasons that connect with recruitment planning.

Attendance Dashboard (Project)

- Collected attendance data of 30 employees for one month.
 - Built simple charts and tables to show absentee patterns and department-wise attendance.
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Skills

- Recruitment coordination, Candidate tracking, Employee records
 - Excel (Pivot Tables, Dashboards), Google Sheets
 - Communication, Accuracy, Documentation, Confidentiality
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Certifications

- Certificate Course in Human Resources with Specialisation in Talent Acquisition – Reliance Foundation Skilling Academy, 2025
- Google Project Management – Coursera