

TAVISH AGRAWAL

CAREER OBJECTIVE

Postgraduate in HR and Business Analytics with hands-on experience in talent acquisition, recruitment analytics, and HR operations. Detail-oriented, data-driven, and passionate about building high-performance teams using both traditional HR practices and modern analytics. Seeking a full-time opportunity in HR or Analyst roles to contribute value while growing professionally.

ACADEMIC QUALIFICATION

• Post Graduation

New Delhi Institute of Management (2023-25)
PGDM (Human Resources and Business Analytics)

• Graduation

St. Aloysius College, RDVV (2019-2022)
B.com (Taxation)

• XII

Ashoka Hall School
CBSE Board (2019) (PCM)

• X

Chavara Vidyapeeth School
CBSE Board (2017)

INTERNSHIP

HR Intern - Zypp Electric (2 months SIP)

- Developed and maintained Recruitment Tracker.
- Supported end-to-end recruitment for roles like inventory manager, cluster head, IoT engineer, and team leads.
- Handled sourcing, screening, and shortlisting of candidates using LinkedIn and Naukri.
- Created recruitment reports and maintained candidate databases in Excel.
- Coordinated with hiring managers and improved turnaround time for interview scheduling.

Sai Associate (3 months) (2023)

- *Maintain customer's Data under the guidance of CA*
- *Collabrated with many firms.*
- *Learned about Auditing procedures*

STRENGTHS

- Self-driven and resilient
- Strong communication and documentation skills
- Quick learner with attention to detail
- Comfortable working in remote/office HR teams



CONTACT

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SKILLS

- Talent Acquisition
- Recruitment Analytics
- MS Excel
- Power BI / tableau
- HRMS Tools
- Python
- Machine learning
- SQL
- Cloud computing
- Payroll
- Performance management
- Data collection and Analysis

AWARDS AND ACHIEVEMENT

- Active member of "Art of Living" since 2019
- Active member of Food Distribution channel (Janki Bhawan Sewa Samitee, Jabalpur) since 2017
- Certified as L1 Data Analyst from Knime Analytical Platform
- Secured 3rd Position in Intercollege Chess Tournament, NDIM (2023)