

TANIYA GOPINATH GOLI

Entry-Level HR | Operations | People Analytics

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PROFILE SNAPSHOT

BBA graduate who treats HR like a business function, not just admin work. Built 3 HR dashboards from scratch to track attendance, recruitment, and attrition. Internship in Finance sharpened my precision in compliance and reporting. Now seeking an HR Associate/Executive role to bring structured processes and data-backed decisions to the table.

PROJECTS

- **HR Attendance Dashboard** — Collected data for 30 employees and their attendance over a month. Transformed the data and created pivot tables and charts to show department-wise attendance, overall attendance distribution, and a KPI highlighting the top absentee.
 - **Recruitment Status** — Used data from 50 candidates to create pivot tables and charts showing department-wise recruitment status and recruitment by source.
 - **Employee Attrition Analysis** — Analyzed data for 50 employees, creating pivot tables and charts to display department-wise attrition and reasons for exit. Developed four KPIs: total employees, exited employees, attrition percentage, and average tenure of exited employees.
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WORK EXPERIENCE

Finance Intern — *Balaji Sarovar Premiere* | Feb–Jul 2025

- Matched credit card transactions & reconciled outlet bills achieving 100% accuracy across 5+ outlets.
 - Created freight & transportation cost reports for GST filing, ensuring compliance under strict deadlines.
 - Gained transferable skills in precision, documentation, and cross-department coordination — now applying to HR compliance, payroll, and employee record management.
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HIGHLIGHTS & SKILLS

- **HR Functions:** Attendance Tracking, Recruitment Coordination, Employee Data Analysis, Record Management
- **Data Tools:** Excel (Pivot Tables, KPIs, Dashboards), Google Sheets
- **Professional Strengths:** Accuracy, Confidentiality, Process Optimization, Stakeholder Communication
- **Certifications:** Google Project Management (Coursera), Basics of Excel