



# Tanu Goutam

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| ☎ 7836069240 |

📍 Sector 9B Gurgaon-122006, Haryana

## Professional Summary

**Dedicated and detail-oriented HR Executive** with hands-on experience in establishing HR operations from scratch. Skilled in employee documentation, recruitment coordination, and attendance management. Basic understanding of statutory compliance (PF, ESI) and HR policy creation. Strong communication and organizational abilities with a keen interest in developing efficient HR systems.

## Core Skills

- Attendance & Leave Management
- Recruitment & Onboarding
- Payroll Coordination
- HR Documentation & Record Keeping
- Employee Query Handling
- ESI-PF Registration
- Google Sheets (Basic to Intermediate)
- Learning HRMS Software
- Employee Engagement Activities
- Time Management & Communication
- Team Coordination & Confidentiality

## Professional Experience

### **Sagah Elevators OPC Pvt. Ltd. | HR Executive | Dec 2024 – Present**

- Maintain daily attendance and leave records of all employees.
- Recruitment activities – job posting, screening, and scheduling interviews.
- Prepare and update employee personal files and HR documentation.
- Coordinate with accounts for monthly payroll data and employee salary queries.
- Support management in employee communication and HR policy updates.
- onboarding and induction of new employees.
- Preparing HR documents including Offer Letters, Appointment Letters, and Experience Certificates.

### **Simply Solar Solution Pvt. Ltd. | Admin | March 2021-December 2023**

- Supported daily office operations by organizing files, scheduling meetings office supplies.
- Performed data entry and maintained accurate records of office transactions.
- Handle Phone calls, emails, and other administrative tasks.
- Assisted the HR department with employee data management.

## Education

- B.A. – [Dr. B.R Ambedkar University], [2021-2024 May]
- 12th – [HBSE], [2020]
- 10th – [HBSE], [2018]

## Certifications & Learning

- Basic Computer Tally Diploma of one year (Done) 2022
- Attended in-house HR operations & documentation training
- pursuing online HRM learning program from Great Learning platform.

## Personal Details

Languages Known: English, Hindi

Date of Birth: [26/01/2003]

Marital Status: Unmarried

Nationality: Indian

## Declaration

I hereby declare that all the above information is true and correct to the best of my knowledge and belief.

(Signature)

Tanu Goutam