

Tanvee Verma

UNDERGRAD STUDENT

Sector: 19, Dwarka, New Delhi - 110071

tanveeverma141@gmail.com

+91 9971427735



ABOUT ME

Self-motivated and highly reliable student positioned to contribute strongly to mental health services operations demanding tact, enthusiasm, and an exemplary work ethic. I am a 20-year-old philanthropist who aims to work as an Industrial/Organizational Psychologist. I am very much interested in psychological studies, employee behaviour and human resources.

SKILLS

- Strong Networking Skills
- Empathetic
- Active Listener
- Detail Oriented
- Problem-Solving

EXPERTIZE

- Database Management
- Strategic Recruitment
- Candidate Assessment
- Interview Coordination
- Detail Oriented
- Adaptability Under Pressure

EDUCATION

Bachelor's (Honours) in Applied Psychology

University of Delhi | 2021-2024

High School

St. Thomas' School | 2007-2021

LANGUAGES



INTERESTS



WORK EXPERIENCE

HR Intern

June 2023 – July 2023

iJaipuria Head Office, Mayapuri

- Spearheaded thorough database management, organizing key candidate details.
- Maintained a dynamic, organized database for swift decision-making.
- Implemented strategies for systematic data collection and storage.
- Conducted assessments for a reliable, up-to-date database.
- Collaborated across teams to streamline communication for better decision-making.

HR Assistant/Recruiter

Aug 2020 – Oct 2021

Bigger Puzzle Group (Worked in Remote Mode)

- Developed job descriptions, ensuring alignment with organizational needs.
- Executed targeted recruitment strategies across diverse platforms.
- Screened and assessed candidate profiles, identifying top talent.
- Coordinated streamlined and efficient interview processes.
- Provided valuable feedback, contributing to informed decision-making.

Achievement: Implemented a targeted recruitment strategy resulting in a 20% increase in qualified applicants, enhancing organizational effectiveness and supporting the NGO's mission.

Psychology Intern

May 2020 – July 2020

Fortis Mental Health (Worked in Remote Mode)

- Completed diverse Psychology Internships at Fortis Mental Health, gaining hands-on experience.
- Contributed to the Prosocial Peer Moderator Program, fostering positive social behaviors.
- Engaged in Clinical Psychology Internship, applying theory to real-world cases, enhancing skills.
- Specialized in Sport Psychology, addressing psychological aspects of sports performance.
- Enriched mental health through an Art Therapy Internship, leveraging creative expression.
- Explored workplace psychology in an Industrial/Organizational Psychology Internship.
- Facilitated a Psychology Workshop Series, enhancing communication and collaboration skills.