

# NATNETRA TIWARI

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## SUMMARY

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As a Psychology graduate with over six years of teaching experience, I am transitioning into Human Resources. I possess strong skills in communication, empathy, and behavior management, along with growing proficiency in HR tools such as Zoho People, BambooHR, and ATS tools. I am eager to apply my people-focused skills to support employee engagement, training, and development in an HR role.

## EXPERIENCE

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*R B Mathur & Co., Financial Consultants , **Human Resources Assistant***  
*Jan 2025 - Jun 2025*

- Assisted in sourcing and screening candidates for technical roles, utilizing modern recruitment tools such as Zoho People and BambooHR, ensuring a high-quality talent pipeline.
- Supported the onboarding and induction of new hires by preparing joining kits, collecting documents, and conducting orientation sessions, improving onboarding efficiency by 40%.
- Maintained and updated employee records and databases, ensuring data accuracy and confidentiality, contributing to a 30% reduction in data errors.

*Wipro, **Client Relations Associate***  
*Jul 2017 - Mar 2018*

- Organized internal employee engagement activities, boosting morale and team cohesion, resulting in a 100% increase in employee satisfaction.
- Built and maintained client relationships through proactive communication and timely issue resolution, achieving a 100% improvement in client satisfaction.
- Managed client databases and maintained accurate records, contributing to a 30% reduction in data errors.

*Various Educational Institutions, **Psychology Educator & Student Wellness Coordinator***  
*Apr 2018 - Dec 2024*

Designed and delivered workshops on mental health awareness, stress management, and communication skills for students and parents.

Collaborated with parents and students to support emotional development through counseling sessions and performance reviews.

Conducted student well-being surveys to monitor emotional health and recommend improvements for a positive environment.

Mediated student conflicts to foster a respectful and empathetic community, applying behavioral psychology principles.

Maintained confidential student records and behavioral logs, ensuring sensitive data was handled with discretion.

Led initiatives to promote inclusivity and mental well-being, improving student participation and classroom dynamics.

## EDUCATION

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*Delhi University*  
• *Aug 2012 - Jun 2015*

*Subharti University*  
*Master of Business Administration • **Human Resource Management and Marketing Management** • Sep 2022 - Sep 2024*

*Kurukshetra University*  
*Master in Psychology*

## SKILLS

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Employee Engagement & Interpersonal Communication • Conflict Resolution & Empathy • Program Planning & Workshop Facilitation • Data Handling & Confidentiality • Proficient in Google Workspace, Canva, Trello, Notion • Currently upskilling in Zoho People, BambooHR, ATS Tools