

WORK EXPERIENCE

Tanya

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SUMMARY

1. Front office executive with 1+ year at F&F
2. Front office executive cum office admin with 1+ year at Disha Classes
3. Front office executive cum HR with 6+ months at Vikas Group
4. Purchase Assistant
5. Have experience of Human Resources Management

SKILLS

• **Decision Making** • **Team work** • **Motivated** • **Self Management** • **Punctual** • **Confidence** • **Analytical Thinking** • **Adaptability** • **Creativity** • **Communication Skills** • **Problem Solving** • **Discipline**

EXPERIENCE

Jul-2021 - Dec-2021

F&F

Front office executive cum office assistant

- Organising and maintaining office records
- Creating and maintaining updated documents and spreadsheet
- Willingness to provide incredible customer service to visitors and client
- Prepare salary for the staff
- Managing office activities
- Dealing directly with clients

Jan-2022 - Jan-2023

Disha classes

Front office executive cum admission counselor

- Advising students on application process
- Conducting orientation programmes
- Managing student data
- Performing personality analysis tests
- Spreading awareness of admission openings
- Educating students on scholarship
- Processing students applications

Feb-2024 - Till Today

Vikas Group

Front office cum HR

Welcoming visitors and solving their problems
Managing security and telecommunications systems
Handling queries and complaints via phone, email and general correspondence
Taking messages and ensuring they are passed to the appropriate staff member in time
Managing meeting room availability
Receiving, sorting, distributing and dispatching daily mail
Preparing vouchers
Handling transcription, printing, photocopying and faxing
Recording and maintaining office expenses
Handling travel arrangements
Coordinating internal and external events
Managing office inventory such as stationery, equipment and furniture
Overseeing office services like cleaners and maintenance service providers
Assisting the HR team with recruitment, onboarding and termination processes
Maintaining safety and hygiene standards of the reception area

EDUCATION

Degree/Course	Institute/ College	University/ Board	Percentage/ CGPA	Year of Passing
12th Pass	CBSE	CBSE	73 %	2020
Bachelors of commerce (H)	Delhi University	CBCS		2024

ACHIEVEMENTS

MOST PROUD OF

•Building my self as a HR : With my reference I have joined 5 big post of employees in listed company such as
-Head & Procurement
-Chartered Accountant
-Marketing Manager
-Sales Manager
-Company secretary

•Build my self as a purchase assistant
I have learned about purchase activities such as
-Building purchase order
-Communication with clients
-Verification of purchase order

STRENGTHS

• Speaking skills • Adaptability of taking initiative • Emotional intelligence • Work ethic • Teamwork • Creativity

AREAS OF INTERESTS

AREA OF INTEREST

• Learning new skills • improving my self day by day • Develop my self • Preparing myself for get new opportunities

HOBBIES

- Reading books
- Listening music
- Travelling
- Learning new skills
- Cooking

PERSONAL DETAILS

Address	D/O Vijay Kumar, H. NO-H-155 J.J Colony, Wazirpur, Ashok Vihar, North West Delhi, Delhi -110052 India, Delhi, 110052
Date of Birth	07/10/2002
Gender	Female
Nationality	Indian
Marital Status	Single
Languages Known	Hindi English

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