**TANYA MAHENDRA**

**Mobile: 9650526677**

**Email id:** [**tanya\_mahendra@yahoo.com**](mailto:tanya_mahendra@yahoo.com)

**OBJECTIVE**

To carve a niche for myself in a dynamic organizational environment through hard work and performance and constantly harmonize my knowledge and efforts with the organizational objectives.

**ACADEMIC PROFILE**

* Pursuing MBA (Major – HR & Minor – Marketing) (2013-2015) from IP University, Delhi
* B.COM from University Of Delhi in 2012
* Senior Secondary from CBSE, Delhi Public School Ghaziabad in 2009
* Higher Secondary from CBSE, Delhi Public School Ghaziabad in 2007

**SUMMER TRAINING**

* **Organization:** Blue Dart Express Ltd.
* **Duration:** 7 weeks (June 2014 to July 2014)
* **Brief Description:** Received hands-on learning experience, acquired knowledge about recruitment, performance appraisal and Training & Development

**ACTIVITIES**

* Active participation in cultural activities
* Attended the training session on PERSONALITY DEVELPOMENT conducted by RANDSTAD India Ltd.
* Participation certificate in Inter College management fest – INFLORE’15 ‘Ignited thinking’ and was involved in all the arrangements related to the event
* Attended Industrial Visit at YAKULT DANONE India Pvt. Ltd. Sonepat and Entrepreneurship workshop at NSIC, Okhla Industrial Estate

**INTERPERSONAL SKILLS**

* Possess good communication skills
* Ability to get along well with people
* Reliable, hardworking and eager to learn new things
* Good attitude and work skills
* Possess good leadership qualities and perform the given tasks in the efficient and optimized manner

**TECHNICAL SKILLS**

Basic knowledge of MS WORD, POWERPOINT, EXCEL

**PERSONAL DETAILS**

Date of Birth: 4th Dec. 1991

Father’s Name: Bharat Bhushan Mahendra

Mother’s Name: Damini Mahendra

Languages Known: English, Hindi

Permanent Address: III-F 276/A Nehru Nagar, Ghaziabad

**DECLARATION:** I hereby acknowledge that the above information presented is true to the best of my knowledge and belief.

(**TANYA MAHENDRA**)