**Tanya Bhardwaj Address: - 48 Pocket 1**

**Sector 19, Dwarka**

**Mob No**. – **8130557937** **New Delhi -110075**

**Email**- **tanyastudy91@gmail.com**

## Objective

Seeking to work in a professional and competitive environment where I can contribute to my fullest potential towards the achievement of the goals set by the organization.



Joined **Kingdom of Dreams on 7th April, 2015 to 7th April 2016**, worked as a. public relation Executive

**KEY RESPONSIBILITIES:**

* Front desk supporting.
* Handling guest complaints and concerns in an efficient and timely manner.
* Making reports and sending them to respective managers.
* Supporting training of newly hired trainees.
* Event management coordination.

Worked in **British English institute Jan, 2014 to August 2014**, worked as a. Consulting and teaching

**KEY RESPONSIBILITIES:**

* planning, preparing and presenting lessons that cater for the needs of the whole ability range within class;
* keeping up to date with changes and developments in the structure of the curriculum Making
* providing feedback to parents of the student for their career and progress

Working in **Tiens Company on 27th June 2016**, as a calculation and customer care Executive.

**KEY RESPONSIBILITIES:**

**.** Handling complaints especially bonus related queries.

**.** Raise the bills of orders of distributors.

**.** Handling product promotion related queries.

. Product service maintaining data and sending reports to Chennai H.O.

. Tour related work making report and data submit to Chennai H.O.

## Professional Qualification

* **Computer Proficiency**

- MS office, MS Excel. MS PowerPoint

- Internet surfing and usage.

- Typing skills – 35 WPM

## Interest

* **Special interest**: Theater, watching and doing plays
* **Television** : watching intelligent drama, sport and documentaries
* **Journalism** : reading a broad range of publications (local and national) for the latest news and criticism
* **Cinema:** going to cinema with friends; Discussing film; reading critical works
* **Literature** : continue to pursue this interest by reading a diverse range of texts

## Academic Qualification

* Passed B.A (Prog) from Delhi University 2015.
* Passed 12th (commerce) from K.V Vikas Puri CBSE Board.
* Passed 10th from CBSE board.

## Strengths

* Responsible & determined behavior
* Hard working, Disciplined & Inspirational
* Good Listener & Quick Learner

## Personal Details

Father’s name : Radhey Shyam Bhardwaj

Date of birth : 13/03/1991

Nationality : Indian

Marital Status : Unmarried

Languages : English, Hindi.

Religion : Hindu

## Declaration

*I am confident of my ability and hereby declare that the information furnished above is true to the best of my knowledge.* 