

Tanisha Saini | HR Personal

Mobile: - +91 8368039802

E-mail: - sainitanisha360@gmail.com



Objective :-

Seeking job in a dynamic organization with a challenging work environment an organization where I would be able to grow professional through continuous enhancement of my knowledge and inter-personal skills.

Key Areas I have Experience in:

➤ **Computer Knowledge:**

- Basic and Advance Knowledge of MS Office (MS Word, MS Excel).
- Knowledge of google sheets.
- **CCC** from National Institute of Electronics and Information Technology.

➤ **Training & Development:**

- Identification of training needs across levels.
- Preparing Training calendar, compiling training documents & organize training schedule.

➤ **Coordination:**

- Monthly attendance making.
- Monthly work schedule preparation.
- Handling document verification and joining formalities.
- Handling Exit formalities.

Working Experience :

- **Matchless consulting** (Block-c sector-63 noida) as HR Personal for 6months.

Education Qualifications :

- Graduated with BCA in 2023.
- 12th passed with PCM from CBSE Board in 2020.
- High School Passed from CBSE Board in year 2018.

Achievements :

- Appeared in Green Olympiad in 2016.
- Appeared in Inter School Quiz Completion in 2019.
- Appeared in Brain Teaser Competition in 2022.
- Appeared in seminar of Metaverse in 2022.

Skills :

- Learn & grasp easily.
- Look forward to handle responsibilities.
- Easily adjustable in a team environment.
- Good Problem solving capability and myself starter.
- Good Analytical and Problem solving skills.

Personal Details

Father Name: Raju Saini

Date of Birth: 11-07-2002

Marital Status: Single

Present Address: H.no-391, Block-A Nandgram Ghaziabad, Uttar Pradesh-201301

Declaration :

I hereby declared that all the details furnished above are true and correct to the best of my knowledge and belief.

Date:_____

Sign:-_____