

TANYA GROVER

HR INTERN/ ADMISSION COUNSELOR

CONTACT

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SKILLS

- Time Management
- Communication
- Adaptability
- Team Work
- Problem-Solving
- Good Communication Skills
- Highly Organized
- Persuasive

STRENGTHS

- Punctual
- Good Leadership skills
- Reliable
- Quick Learner
- Honest
- Leadership qualities
- English communication skills
- Multitasking

To contribute maximum to the organization with my skill, knowledge & positive attitude to develop myself by continuous learning and exposure.

WORK EXPERIENCE

Jagran Institute of Management and Mass Communication| Admissions Counselor

March 2016 - September 2016

Responsibilities:

- Advising students on application processes.
- Managing student data.
- Spreading awareness about admission openings.
- Educating students on scholarships.

Dainik Jagran| Brand Strategist

June 2015 - July 2015

Responsibilities:

- Researching clients, industries, competitors, and audiences.
- Summarizing secondary research.
- Managing events.

Little Ones the Jaipuria pre school| Primary school teacher

September 2017 - November 2017

Responsibilities:

- Running extracurricular activities.
- Attending parents' meetings.
- Checking pupils' work and providing feedback.

EDUCATION

Jagran Institute of Management and Mass Communication: **Diploma in Mass Communication**

(2012 - 2015)

B.Sc. in Mass Communication and Journalism

(2012 - 2015)

M.A. in English Literature

(2016- 2018)

CBSE Board:

Intermediate High School

2011 - 2012 2009 - 2010

CO-CURRICULAR ACHIEVEMENTS

- Participated in cultural and academic activities in school.
- Participated and won in 'Udghosh' JIMMC cultural festival in street play, etc.
- Participated and won in 'Kalanjali' in a street play.
- Participated in the 'pledge to vote' campaign in college.
- Participated in 'sanskarshala' as an invigilator conducted by Dainik Jagran.
- Participated in 'Yuva Sampadak' conducted by Dainik Jagran.
- Attended workshops.