**TANA BHALLA**

**CAREER OBJECTIVE**

Looking for a challenging and task oriented position in an organization which demands the best of my professional ability in terms of managerial and analytical skills and helps me in broadening and enhancing my current skill and knowledge and to be involved as a part of a team that dynamically works towards the growth of the organization and reach the top with determination, dedication and hard work.

**PROFESSIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXAMINATION** | **BOARD/ UNIVERSITY** | **PERCENTAGE/CGPA** | **YEAR OF PASSING** |
| **PGDM** (HR & Marketing) | **Institute of Technology and Science**, Ghaziabad**.** | 5.05 | 2015 |

**EDUCATIONAL QUALIFICATION**

* **BCA** from **SMU**, GHAZIABAD, in 2012.
* DIPLOMA from TECHNICAL BOARD CHANDIGARH.
* **10th & 12th** from CBSE, New Delhi.

**SUMMER INTERNSHIP TRAINING**

**At ‘FUTURE GROUP IN BIG BAZAAR.’** Project done on the topic **‘ATTRITION RATE: Attrition rate of big bazaar how to measure it & control it.**

**PROJECTS UNDERTAKEN**

**Project Report on How to Control Attrition Rate of Big Bazaar**

This report shows to analysis the crisis in big bazaar in HR for how we control this.

This project enabled to get all the procedural details of a company starting from infrastructure, production process, quality policy, export process & finance, documents required, challenges and problems faced etc.

**SIGNIFICANT ACCOMPLISHMENT**

* Active participation in **“HUMAR RESOURCE” workshops** at all levels.
* Was co-ordinator for **Orientation Programme 2013** at I.T.S Institutions?
* Participated in Fashion Show in **ITS Youth Fest 2013** at I.T.S Institutions.
* Won prizes, participated and co-ordinated in different Photography competition.
* Awarded for the best role play in theatre club in ITS College.

**SOFTWARE SKILLS**

* MS Office, Excel, PowerPoint.
* Website Building- had made many Blogs and FB Pages for to promote college events and competitions.

**STRENGTHS**

* Highly confident and innovative in the area of expertise.
* Swift in learning and implementing new topics and techniques.
* Determined to learn with practical approach.
* Good communication skills and managing skills.

**FIELDS OF INTEREST**

**Recruiting & Employment**

**Employee / Employer Relations**

**Record Keeping**

**Selection**

**LIGUISTIC PROFICIENCY**

* English
* Hindi
* Punjabi
* French (elementary)

**PERSONAL INFORMATION**

**Nationality**  Indian

**Date of Birth** 24-09

**Sex** Female

**Marital Status** Single

**Permanent Address** H. No.old-84 & new-119, Manohar colony purva duli

Chand, Ghaziabad U.P INDIA 201001

**Hobbies** Internet Surfing, Reading Novels, Travelling, Music, Singing &

Photography

Phone No: 9871313734

Email ID: bhalla.tannu344@gmail.com

Date: Tana Bhalla

Place: GHAZIABAD **TANA BHALLA**