## Tanvi upreti

## BBA (General)

Mobile: +91 9899445267; Email: tanviupreti26@gmail.com

**CAREER OBJECTIVE**: Looking forward to a fulfilling and challenging career to leverage my competencies and grow along with my team and the organization.

**Professional Synopsis:** A result oriented professional having an experience in human resource management with effective verbal and written communication, interpersonal skills with the ability to work in Multi-Cultural environment.

# Education

Course/ Level		INSTITUTE/	
	MONTH/ YEAR	UNIVERSITY/	MARKS %
		BOARD	
BBA(GRADUATION)	2015-2018	Meera bai institute of technology, maharani bagh,new Delhi GGSIPU (IP University)	72.4%
Senior Secondary Examination - Class XII	2014-2015	Modern school vaishali ,Ghaziabad, UP CBSE	67%
Higher Secondary Examination- Class X	2012-2013	Modern school vaishali ,Ghaziabad, UP CBSE	79%

# Summer Internships/ Industrial Training

DABUR INDIA LTD: Methods used in performance appraisal Of employees

ACADEMIC PROJECT: "Customer satisfaction toward reliance jio"

### Skill Set

People managing skills

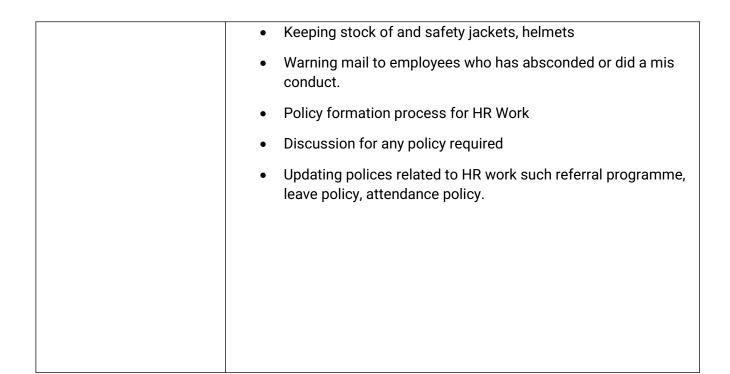
Leadership skill

Inter-personal skills

Complete task under intense pressure

Honest and positive thinker

Currently working with	Manomav Engginers pvt ltd	
Position	HR	
Job responsibilities	<ul> <li>Recruitment process</li> <li>Updating vacancy list by taking updates from all mangers</li> <li>Preparing job description for each individual vacancy</li> <li>Shortlisting candidates from job portals as per vacancy</li> <li>Recruitment of new internship for next 3 months and assigning work to him /her</li> <li>Issuing offer letter to finalize candidate.</li> <li>On boarding of new employees</li> <li>Updating bonus sheet</li> <li>Get requirement of training and arranging training of all employees.</li> <li>Checking of salary sheet , Annexure or any other communication with PF consultant</li> </ul>	



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#### Personal vitae

Father's name : MR. KN Upreti

Date of Birth : 15 October 1996

Nationality : Indian

Marital Status : Unmarried

Language Proficiency: English And Hindi

Address : HNO- FF-3 ,2A/137 Vaishali Sector -2

Ghaziabad, UP

E-mail : tanviupreti26@gmail.com

Mobile no : 9899445267

References : Available on request

### **DECLARATION**

I hereby declare that the above information is complete and correct to the best of my knowledge

Date

Upreti