

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	MONTH/ YEAR	INSTITUTE/ UNIVERSITY/ BOARD	MARKS %
BBA(GRADUATION)	2015-2018	Meera bai institute of technology, maharani bagh,new Delhi GGSIPIU (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 style="list-style-type: none">• Recruitment process• Updating vacancy list by taking updates from all mangers• Preparing job description for each individual vacancy• Shortlisting candidates from job portals as per vacancy• Recruitment of new internship for next 3 months and assigning work to him /her• Issuing offer letter to finalize candidate.• On boarding of new employees• Updating bonus sheet• Get requirement of training and arranging training of all employees.• Checking of salary sheet , Annexure or any other communication with PF consultant

	<ul style="list-style-type: none"> • Keeping stock of and safety jackets, helmets • Warning mail to employees who has absconded or did a mis conduct. • Policy formation process for HR Work • Discussion for any policy required • Updating polices related to HR work such referral programme, leave policy, attendance policy.
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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

Tanvi