

Tanvi Sau



About Me:

- I have more than 6 years of combined experience with Process Transition management/ Implementation, Instructional Design and Learning & Development.
- Been responsible for establishing/ defining SOPs and creating content (for both selfpaced/instructor-led learning) along with modes of measuring its effectiveness for over 2500 employees, using LMS tools & HTML Guides (where I often engage simplifying technical aspects to non-technical folks).
- I have been successful at my tasks (across 20 partnered project/ processes from Technology/ Medical/ Logistics & Communication industry) due to effective interpersonal skills, collaboration, enabling attitude & adaptability.
- With a mixture of strong artistic sensibility and robust analytical thought process I usually turn out to be the person in the room that not only solves the most complex problem but also breaks down the solution into simpler tasks for everyone (both internal & external stakeholders) to collaborate and solve.
- I am skilled at project management, content design, interactive user/facilitator/ process guides and graphic design.

Contact



+91-8276879859



tanvisau@gmail.com



tanvisau.github.io/website

I am good at:











Experience & Education:



OnProcess Technology Inc Jul 2014 - Present Asst. Manager - Deployment, Asst Manager - L&D, **Process Trainer**



Axxess Payments Inc Oct 2013 - Jun 2014 QC Executive



Limtex Infotech Pvt Ltd Jun 2012 - Sep 2013 Consultant L2



BD Memorial International Jul 2008 - Jul 2011 A.I.S.S.C.E & A.I.S.S.E.



Award & Achievement:

Star of the month (6 times) Star Performer Best Employee of the Dept Received CEO Appreciation



Award & Achievement:

Helped QC team improve overall lead quality, resulting in an increase in conversion ratio from 2% to 15%



Award & Achievement: Highest deals conversion ratio. **Outstanding Performance**

I can use:



MS Office



(Full) Adobe Creative Suite (Illustrator, InDesign, Lightroom



(Proficient)



Articulate 360





Camptasia





Procreate



(Proficient)



HTML 5, CSS, JavaScript

(Proficient)

(Intermediate)

(Proficient)

(Intermediate)

I can speak:



Certifications: — — —

Fundamentals Of Graphic Design CalArts (California Institute of Arts)



Fundamentals of Digital Marketing Google Digital Garage



Cognitive Behavorial Therapy Achology (The Academy of Mordern Applied Psychology)

I enjoy:



Travelling

Reading



Movies





Baking Mixed Media Art

Know more: - -



www.linkedin.com/in/tanvisau



https://www.behance.net/tanvisau