



# 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 self-paced/ 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 content development, interactive user/ facilitator/ process guides and graphic design.

## Contact



+91-7044017651



[tanvisau@gmail.com](mailto:tanvisau@gmail.com)



[tanvisau.github.io/website](http://tanvisau.github.io/website)

## I am good at:

Making Things  
Look great

Thinking Critically

Asking right  
questions

Design Thinking

Being Proactive

## 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%



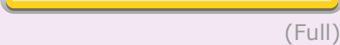
#### Award & Achievement:

Highest deals conversion ratio.  
Most Improved Agent  
Outstanding Performance

## I can use:



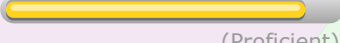
MS Office



(Full)



Adobe Creative Suite



(Proficient)



Articulate 360



(Intermediate)



Camptasia



(Proficient)



Inkscape



(Intermediate)



Procreate



(Proficient)



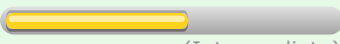
HTML 5, CSS, JavaScript



(Proficient)

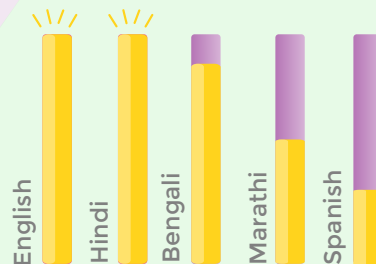


SAP GUI



(Intermediate)

## I can speak:



## I enjoy:



Travelling



Reading



Movies



Baking



Mixed Media  
Art



## Certifications:



Fundamentals Of Graphic Design  
CalArts (California Institute of Arts)



Fundamentals of Digital Marketing  
Google Digital Garage



Cognitive Behavioral Therapy  
Achology (The Academy of Modern  
Applied Psychology)

## Know more:



<https://tanvisau.wordpress.com>



[www.linkedin.com/in/tanvisau](http://www.linkedin.com/in/tanvisau)



<https://www.behance.net/tanvisau>