**Tanuja**

**Tanuja.334273@2freemail.com**

**Summary**:

* Motivated MBA Candidate who is eager to develop professionally and personally while making a positive difference in the world
* Diversified skills include client relations, human resources, recruiting, teamwork, administrative support
* Broad background in working efficiently and effectively in multicultural team
* High interest in client service and customer relations.

**Area of Interest**:

Human Resource, Marketing and Sales, Administration, Education and Learning

**Technical Expertise**:

Microsoft Office: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook

**Education:**

MBA in Human Resources

Bachelors in Electrical and Electronics Engineering

**Project :**

Have worked on Communication in an Organisation as how information flows from one end to the customer end. How information is utilized at its best and convert into result.

**Work Experience:**

**Internship with Osair Technologies, Himayathnagar, Telangana, India**

* Enter and analyze customer data.
* Perform research to verify employment information
* Input information in the computer system
* Conduct education verifications, employment history, and references checks
* Answer inbound and outbound telephones, direct calls, and take messages
* Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints
* Manage calendars, and arrange appointments
* Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence.
* Schedule and assisted in the interviewing and hiring process

**Languages**:

Bilingual English, Hindi and Telugu