**TAVNEET KAUR**

**HR Management/Administration**

## Proactive and entrusted professional, targeting a reputed Organization at Middle Level Assistant bringing the following transferable skills:

* Managing files, Records and Documents
* Performing Accounting Functions
* Planning corporate events and meeting
* Developing Policies and Procedures
* Operations Management
* General Administration
* Performance Improvement
* Commercial Negotiations
* Team Management
* Cross Functional Coordination

**PROFILE SUMMARY**

* Competent & versatile professional with over **9 years** of experience in **Office Management, General Administration, Business Operations, Profit Centre Operations and new startups**. Serve as point person for contact for **Senior Management** and ensure proper lines of communication. Maintain excellent communication skills, problem resolution abilities, and a high-level of confidentiality.
* Proven acumen to **implementing effective Strategies and Policies** to achieve optimum target; streamlining the overall management within the required quality standards, budget and time.
* **Consistent performer** with strong track record in establishing relationship with all the internal and external stakeholders, including the offices of the heads of the key regulators, government officials, leading financial institutions, and proficient in managing schedules/programs effectively.
* **Effective planner and a best negotiator** with proven record of generating substantial advantage to the organization

**EMPLOYMENT DETAILS**

**Ileads**

* **Working as a Assistant Manager HR Dec 2021 to Present**

**Hubble Group**

* **Working as a Quality Analyst and a Team leader 2020 to 2021**

**IGI Airport**

* **Worked as a Lab Technician 2018 to 2020**

**Ileads**

* **Worked as an HR and Admin Manager 2015 -2018**

**NVISION SOLUTION**

* **Assistant Manager 2014-2015**

**Advance Microsoft, Noida**

* **HR Manager 2012-2014**

**EDUCATION**

* Bachelor of Commerce, from DAV College, Dehradun

**IT SKILLS**

* Proficient in MS Office and Outlook, Internet, E-mails, Webmails

**PERSONALITY**

* Visionary, Prudent, Change Manager, Mentor, Gifted with the vision, determination and skills needed for high-level strategies and tactics

**PERSONAL DETAILS**

* **Date of Birth** : 27-07-1988
* **Email** : tavneetkaur1988@gmail.com
* **Mobile** : +91 8126044106,9368701166
* **Permanent Address** : 36, Karanpur.Dehradun
* **Temporary Address :** Sahastradhara Road, Dehradun
* **Languages Known** : English, Hindi, Punjabi