**Curriculum Vitae**

TAMANNA YADAV

HOUSE NO 29 , STREET NO 1, RAGHUNATH VIHAR

PANCHYAWALA ,SIRISI ROAD

JAIPUR-302034

MOB-9982480458

E.MAIL-786TAMANNAYADAV@GMAIL.COM

**OBJECTIVE**

To obtain a position that will enable me to use my strong organizational skills, award-winning educational background, and ability to work well with people.

**PERSONAL STRENGTH**

            Strong Inter-personal organizational skills.

         Sincerity towards job and punctuality.

           Able to cope under pressure.

          Very meticulous and versatile.

          Excellent communication skills.

          Can work independently or as a part of team.

**WORK EXPERIENCE:**

 Summer Training at AU SMALL FINANCE BANK Jaipur

3 Months experience in us staffing work from zentek infosoft

2.5 year experience in Infosys.

 \*Designation: Senior Process executive

Process: "The New York Times" working in COF (Customer Order Fulfillment)

**PROFESSIONAL QUALIFICATION:**

MBA - ARYA INSTITUTE OF ENGINEERING AND TECHNOLOGY, JAIPUR RAJASTHAN

**ACADEMIC QUALIFICATION**

BA:- BHAWANI NIKETAN GIRLS COLLEGE, JAIPUR

12th:- A R SENIOR SECONDARY SCHOOL, JAIPUR

10th:- A R SENIOR SECONDARY SCHOOL, JAIPUR

**SKILLS AND CERTIFICATES:**

* **Management skills:**

**Basic computer knowledge**

**VERNACULAR EFFICIENCY:**

       English, Hindi

**RELEVANT SKILL:**

* Self-starter with ability to multitask
* Effective communication, interpersonal and negotiation skills
* Identifying customers’ requirement & developing the cost effective solutions

**PERSONAL ATTRIBUTES:**

* Communication.
* Ability to Work Under Pressure.
* Decision Making.
* Time Management.
* Self-motivation.
* Conflict Resolution.
* Leadership.
* Adaptability

 **ACTIVITIES AND INTEREST:**

* Badminton, Athletics
* Listening to music,
* Travelling new destinations
* Interacting with people
* Learning new languages

**EXTRA CURRICULAR ACTIVITIES:**

* **Coordinator at college events**
* **Dance competition at national events**

**PERSONAL PROFILE**

         Name                          : TAMANNA YADAV

         Father’s Name              : RAJPAL YADAV

         Date of Birth                 : 6 JUNE 1996

         Sex                             : FEMALE

         Marital Status               : UNMARRIED

         Languages Known          : English, Hindi,

         Permanent Address        :TAMANNA YADAV

                                                            C/O-RAJPAL YADAV

                                                            AT-PANCHYAWALA

                                                            PO/DT-JAIPUR ,.RAJASTHAN(302021)

                                                            MOB-9982480458

**CERTIFICATION**

I, the undersigned, certify that the above statements are true to the best of my knowledge and belief.

Place:                                                                    (TAMANNA YADAV)

Date: