



Arfiya Sattar Tambe  
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### **Career Objective:**

- To introduce and implement innovative new ideas that will produce major changes in our educational and corporates system.

### **Educational Background :**

- **Global Ayurvedic Nutrition Certification Course** from ISFD, New Delhi. (July 2021)
- **Masters in Commerce – Human Resource Specialization** in the year **2013-2015** with **76.65%** from Maniben Nanavati Women’s College, SNDT University. (**05/07/13–25/06/15**)
- **“Master Training Programme”** from Corporate Edge Training and Consultancy (**March 2011**).
- **Bachelor in Commerce** in the year **2005-2008** with 49.17% from SNDT College, SNDT University. (**10/06/05–22/05/08**)
- **Higher Secondary Certificates** in the year of **2003- 2005** with **39.83%** from Maharashtra State Board of Secondary and Higher Secondary Education Board, SNDT Women’s College. (**15/07/03-07/06/05**)
- **Secondary School Certificates** in the year of **2003** with **44.13%** from Maharashtra State Board of Secondary and Higher Secondary Education Board, Holy Cross High School. (**28/06/91-23/06/03**)

### **Work Experience :**

#### **RIDAN AUTO,POWAI**

**Post Held:** HR Executive Cum Trainer including Campus Recruitment (Multi-Talent work)  
**Tenure :** March,2008 to November,2022

#### **Tasks & Duties:**

- Maintaining daily work records and Checking Attendance of Employees.
- Conducting Training on Communication skills, Motivation, Time management and Telephone Etiquettes..
- Screening Resumes and Conducting telephonic Interview.
- Follow up with candidates till joining.

- Issuing letters and completing the joining formalities and induction of the new ones.
- **Conducting students placement (Campus Interview-different colleges)**

## **INDIA-EUROPE INTERNATIONAL BUSINESS SCHOOL AKADEMIA , THANE**

**Post Held:** -Visiting Faculty cum Campus Interviewer(Contract Base)

**Subjects:** English Language

**Tenure:** 16<sup>th</sup>January, 2017 – 31<sup>st</sup> May, 2017.

### **Tasks and Duties:**

- Trained on Diction exercises(neutralize the native accent)
- Provided individualized instruction to keep all students at expected skill level.
- Assigned students the homework and ensured completion of the same.
- Delivered the presentations on topics assigned on a timely basis in order to strengthen communication skills.
- Developed and delivered skills-based, grammar and vocabulary.
- Helped students to improve their reading skills, telephone speaking skills and writing skills.
- Trained them using various audiovisual instruments like projector etc.
- Prepared the material and test papers for undergraduate students.
- Taught English in different ways or methods i.e. Role play, language games, and dialogue methods.
- **Conducted MBA students interview.**

### **Internships Projects :**

**Project and Research done on** Comparison between **Nationalized Bank v/s Bhartiya Mahila Bank** on various services offered for **Women's Entrepreneurship**.

### **Interest :**

**General :**Reading and Singing.

**Academic :** . Training, Communication and Retention.

### **Paper presented and Published :**

International Research paper-Employability of Graduates organized by Collaborative Maniben Nanavati Women's College with B.M Amlani College Mumbai .2014.

### **Workshops Attended**

Customer Service Champions on 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> March 2006 at Mumbai organized by Confluence Training and Development.

### **Computer Knowledge:**

- Proficient in basic use of computer.
- Internet Savvy.

### **Other achievements and Extra-Curriculum activities :**

- **Conducted online workshop** on “Techniques of Writing Resume/Curriculum Vitae” at Mainben Nanavati Women’s College on 16<sup>th</sup> April,2021.
- **Conducted Masters in Commerce – Human Resource Specialization Students Internship Viva-Voce** held on 29<sup>th</sup> June,2021 and 19<sup>th</sup> March,2018 at Mainben Nanavati Women’s College.
- Attended Workshop on **“How to prepare a good Dissertation”** at Mainben Nanavati Women’s College. (7<sup>th</sup> February,2015.)
- **Student Exchange Programme** Participation from October 14<sup>th</sup> to 20<sup>th</sup>, 2014 organized at Mainben Nanavati Women’s College.
- Won the **First Prize** in **Teaching competition** on Teacher’s day in **MCOM II**. (5<sup>th</sup> September,2014).
- Won the **First prize** in **Inter-Collegiate Research** Competition in **MCOM II** (16<sup>th</sup> September, 2014).
- Won the **“Best Student”–Khoj: A search of the best student** of the Batch in **MCOM II** (1<sup>st</sup> July, 2014).
- **Expert lecture** on **“Group Discussion”** and **“Interview Technique** “of Development of Life Skills Subject for **second year students** on 1<sup>st</sup> February ,2013 at AIARKP College, New Panvel.
- Won the **first prize in** Reading competition, Story Telling competition, Poetry competition and Fancy-Dress competition **in Primary and Secondary section.**

**Personal Details:**

**Date of Birth** : 1<sup>st</sup> September, 1987

**Gender** : Female

**Blood group:** 'O' Positive

**Nationality:** Indian

**Marital Status:** Single

**Languages known:** Hindi, Marathi, Urdu and English.

**Passport Number:** Z5779978

**References:**

**Skylark Electricals** :Mr.Pankaj Sir - 7710075508

**Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

MUMBAI

(ARFIYA TAMBE)