

TANVI SUNWAR

Indian Born 18 September 1991

Abdul Aziz Building Al Nahda 1 Dubai

+971583021661/+918909600450

***Languages:** English, Hindi, and Nepali*

***Marital Status:** Married*

***Email:** tanvi.sunwar18@gmail.com*



PROFESSIONAL PROFILE

A quick learner who is young and very professional, multi- skilled, excellent rapport with customers and interpersonal skills. I am an energetic, attentive, goal oriented, business minded, computer and customer service with proven home and international experience. I am reliable, honest, friendly, punctual, fluent in English, plenty of stamina and a team player. I am an expert in hygiene as well.

OBJECTIVES

Currently looking for a new and challenging position in the United Arab Emirates, one which will make the best use of existing skills and experience whilst enabling further professional development.

SKILLS AND COMPETANCES

- *Striving for excellence in my profile, proposals, and work.*
- *Ability to multi-task, prioritize and I am good at Microsoft office tools.*
- *A good team player and a quick learner.*
- *Able to work under pressure.*
- *Hardworking and excellent communication skills.*

EDUCATIONAL BACKGROUND

- *High school from St Mary's Convent School (CBSE Board) - 2008*
- *Intermediate from Constanica School (ISC Board) - 2010*
- *Graduation B.COM from Hemwati Nandan Bhuguna Garhwal University - 2013*
- *Post-Graduation M.COM from Sri Dev Suman Uttrakhand Vishwavidhalaya - 2015*

EMPLOYMENT HISTORY

1. *CA firm as a Trainee - 10 Jan 2016 to Dec 2016*
2. *HOTEL SOFTEL PLAZA as an Assistant Accountant - From 17 Jan 2017 to 30 Nov 2022*

REFERENCES

Chandan Singh Negi

Accountant – Hotel Softel Plaza

Contact +919639044594

Date: 30.11.2022

To Whom It May Concern

*This is to certify that **Tanvi Sunwar D/O Sh. Jiwan Kumar Sunwar** was working with our organization in Accounts Deptt as "Accounts assistant" from 17 January 2017 to 30 Novmber2022*

During the course of her tenure she was keen in learning and took interest in her work in the foresaid department. She is found to be honest, hardworking and sincere.

Her overall performance was good. We wish her good luck for all her future correspondence.


SOFTEL PLAZA
Mohalew:
Saharanpur R
Dehradun (U