My name is Tanvi Patil and I have experience of 5.5 years as HR Business Partner and Executive assistant

I Over these time some of my main responsibilities have included, travel arrangement, preparing agendas, marking reminders, administrative, duties, online payments, inventory, web page maintenance, managing calendars, End-to-End customer service, and follow up internal projects, preparing MIS reports, DATA analyst.

Also, there are some duties I would like to mention that I have performed in the past these include, recruitment & human resources business partner activities, take calls, call back, customer service chat, quoting, logistics, the creation of PDF editable documents, data entry, worksheets creation, presentations, payment-processing, document enhancement 

Here are just a few of the services that Virtual Assistants can provide:

Administrative Tasks: - Word Processing - Answering Emails - Answering & Returning Phone Calls - Arranging Appointments - Customer Support - Transcription - Bookkeeping/Accounting - Editing Audio

Human resource: recruitment, screening the resume, preparing offer on current package, doing follow up with candidate, preparation on salary, payroll .

Executive Assistant : Data analyst, MIS report, preparing Dash board, calendar management, travel arrangement, Other admin related activities, customer support , logistic related work , 3PL ,4 PL ,

Tools I work. :

 **[Microsoft Excel](https://www.toogit.com/freelancers/hire/skill/microsoft-excel" \o "Hire Top Microsoft Excel Freelancers)**

 **[Administrative Support](https://www.toogit.com/freelancers/hire/skill/administrative-support" \o "Hire Top Administrative Support Freelancers)**

 **[Microsoft Powerpoint](https://www.toogit.com/freelancers/hire/skill/microsoft-powerpoint" \o "Hire Top Microsoft Powerpoint Freelancers)**

 **[Data Entry](https://www.toogit.com/freelancers/hire/skill/data-entry" \o "Hire Top Data Entry Freelancers)**

 **[Customer Support](https://www.toogit.com/freelancers/hire/skill/customer-support" \o "Hire Top Customer Support Freelancers)**

 **[Virtual Assistant](https://www.toogit.com/freelancers/hire/skill/virtual-assistant" \o "Hire Top Virtual Assistant Freelancers)**

 **[Travel Planning](https://www.toogit.com/freelancers/hire/skill/travel-planning" \o "Hire Top Travel Planning Freelancers)**

 **[Enterprise Resource Planners](https://www.toogit.com/freelancers/hire/skill/enterprise-resource-planners" \o "Hire Top Enterprise Resource Planners Freelancers)**

 **[SAP](https://www.toogit.com/freelancers/hire/skill/sap" \o "Hire Top SAP Freelancers)**

 **[Microsoft Outlook](https://www.toogit.com/freelancers/hire/skill/microsoft-outlook" \o "Hire Top Microsoft Outlook Freelancers)**

 **[Microsoft Word](https://www.toogit.com/freelancers/hire/skill/microsoft-word" \o "Hire Top Microsoft Word Freelancers)**

 **[Google Spreadsheets](https://www.toogit.com/freelancers/hire/skill/google-spreadsheets" \o "Hire Top Google Spreadsheets Freelancers)**

 **[Google Docs](https://www.toogit.com/freelancers/hire/skill/google-docs" \o "Hire Top Google Docs Freelancers)**

 **[Google Apps](https://www.toogit.com/freelancers/hire/skill/google-apps" \o "Hire Top Google Apps Freelancers)**

 **[Content Writing](https://www.toogit.com/freelancers/hire/skill/content-writing" \o "Hire Top Content Writing Freelancers)**

 [**Oracle Database**](https://www.toogit.com/freelancers/hire/skill/oracle-database)