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%22%20%5Co%20%22Hire%20Top%20Microsoft%20Excel%20Freelancers)**

 **[Administrative Support](https://www.toogit.com/freelancers/hire/skill/administrative-support%22%20%5Co%20%22Hire%20Top%20Administrative%20Support%20Freelancers)**

 **[Microsoft Powerpoint](https://www.toogit.com/freelancers/hire/skill/microsoft-powerpoint%22%20%5Co%20%22Hire%20Top%20Microsoft%20Powerpoint%20Freelancers)**

 **[Data Entry](https://www.toogit.com/freelancers/hire/skill/data-entry%22%20%5Co%20%22Hire%20Top%20Data%20Entry%20Freelancers)**

 **[Customer Support](https://www.toogit.com/freelancers/hire/skill/customer-support%22%20%5Co%20%22Hire%20Top%20Customer%20Support%20Freelancers)**

 **[Virtual Assistant](https://www.toogit.com/freelancers/hire/skill/virtual-assistant%22%20%5Co%20%22Hire%20Top%20Virtual%20Assistant%20Freelancers)**

 **[Travel Planning](https://www.toogit.com/freelancers/hire/skill/travel-planning%22%20%5Co%20%22Hire%20Top%20Travel%20Planning%20Freelancers)**

 **[Enterprise Resource Planners](https://www.toogit.com/freelancers/hire/skill/enterprise-resource-planners%22%20%5Co%20%22Hire%20Top%20Enterprise%20Resource%20Planners%20Freelancers)**

 **[SAP](https://www.toogit.com/freelancers/hire/skill/sap%22%20%5Co%20%22Hire%20Top%20SAP%20Freelancers)**

 **[Microsoft Outlook](https://www.toogit.com/freelancers/hire/skill/microsoft-outlook%22%20%5Co%20%22Hire%20Top%20Microsoft%20Outlook%20Freelancers)**

 **[Microsoft Word](https://www.toogit.com/freelancers/hire/skill/microsoft-word%22%20%5Co%20%22Hire%20Top%20Microsoft%20Word%20Freelancers)**

 **[Google Spreadsheets](https://www.toogit.com/freelancers/hire/skill/google-spreadsheets%22%20%5Co%20%22Hire%20Top%20Google%20Spreadsheets%20Freelancers)**

 **[Google Docs](https://www.toogit.com/freelancers/hire/skill/google-docs%22%20%5Co%20%22Hire%20Top%20Google%20Docs%20Freelancers)**

 **[Google Apps](https://www.toogit.com/freelancers/hire/skill/google-apps%22%20%5Co%20%22Hire%20Top%20Google%20Apps%20Freelancers)**

 **[Content Writing](https://www.toogit.com/freelancers/hire/skill/content-writing%22%20%5Co%20%22Hire%20Top%20Content%20Writing%20Freelancers)**

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