

# Tanya Khurana

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## Summary

My dedication towards being a French professional along with HR skills has led me to develop my domain knowledge through myriad ways. My passion, thus, puts me on the path to secure a related career opportunity. I strive to become a successful French professional, and gain exposure through practical application of my learnings so far. I am willing to take up new challenges and learn new things.

## Professional Experience

### **FREELANCER**

#### **Professional French Educator**

2017 - Present

Actively worked as a self-employed French teacher; Have been teaching students from classes VI To X  
Devised new teaching strategies for students, such as cooperative learning  
Assisted my clients in preparation of international exams such as for TCF, DELF and TEF; These clients are from different age.

**Working with Acadprime. Acadprime is a elearning platform . Teaching students all over the world. Teaching the students of different boards like CBSE,ICSE,SGMOE AND IGCSE.**

#### **Tech Mahindra (French language specialist)**

Dec 23 – Present

Major responsibility is to review the amazon advertisements and provide a judgement.

Ability to handle multiple tasks at the same time.

Learning new French vocabulary and ability to provide judgements according to the French marketplace.

#### **Millennium World school, (French Language Facilitator)**

Apr 23-Oct 23

- Worked as a French language facilitator.
- My major responsibility involves teaching students from Grade I to X.
- Devising new teaching strategies for the students.
- Incorporated new way of teaching through advanced technology and interactive sessions.
- Making them understand the importance of Foreign language.
- Making the students love a new language by reading, writing and listening the language.
- Helping the students with different competitions.

#### **Artemis Medicare Services Private Limited (French Interpreter and Human resources trainer)**

Nov 21- March 23

- Collate monthly/annual training calendar by taking inputs from various functional heads.
- Monitor & report on training effectiveness for internal programs by capturing feedback as per policy.
- Give inputs in coordination & development of induction program for any new employees or refreshers.
- Impart different types of trainings.
- Ensure compliance in NABH & JCI Audit.
- Assisted the department in the nursing excellence audit.
- Preparing training reports at the time of appraisal.
- Preparing Training yearly records and training budgets.
- Trainees/Fellows- Sourcing, joining formalities, monitor attendance, leaves, preparing the necessary letters and keep a record for the trainees/fellows.
- Do sourcing of nursing candidates through Linked in.
- Assist in coordinating employee engagement activities.
- Executing the responsibilities assigned
- Working in recruitment as well as Training team.
- Giving Trainings to employees. Having teaching and training skills as well.
- Having 8 months French training experience. Handling international patients. It is a 8 months internship experience.**

## Education

Course	Institution	Year	Performance
MBA (International business)	NMIMS University, Mumbai	2022	Yet to come
PG Diploma (HR and Admin)	Tata Institute of Social Sciences (TISS) Mumbai Training hub at RMS Chandigarh	2021	6.7 CGPA
Bachelors of Commerce (P)	Maitreyi College, University of Delhi	2019	6.3/ 10
DELF A2 and B1	Alliance Francaise De Delhi and Alliance Francaise De Chandigarh	2018,2021	67/100,& 55/100
AISSCE(Class XII Commerce)	Indraprastha International School, New Delhi (Dwarka)	2016	90.75%

## **Other Certifications**

Training course that covers scope of latest updates in Payroll and Statutory Compliance for HR Payroll professional.

### **Key elements of course:**

- Understanding of payroll, payroll process cycle, salary structure and salary components
- Salary fixation norms and different compliances and acts followed by different organizations

### **Alliance Francaise De Delhi and Chandigarh**

- Cleared A1, A2 and B1 Levels in French language from Alliance Francaise De Delhi and Chandigarh with no gaps
- Cleared b2 level from Alliance francaise de Chandigarh through workshops (not a certification course)

*This knowledge helped me advance my professional teaching and also clear **DELF A2 and B1** level, an international French certification*

## **Projects Undertaken**

### **Performance appraisal and trainings methods used in Telecom industry**

Objective: To understand and compare the performance appraisal and trainings methods used by Airtel and Vodafone on identified parameters

Conclusion: A conclusion was made on the basis of performance appraisal done and training methods used by both the companies.

### **Process coverage: Recruitment, salary negotiation and F&Fs adopted by Starthub Nation HQ, Mohali**

To understand and map process undertaken by Starthub Nation HQ to meet HR functions and activities of recruitments, salary

## **Languages and Technology**

Advanced: English, Native: Hindi, Intermediate: French | Savvy in MS Office, HRMS