ANJALI THAKUR

About Me

🎁 November 22, 1997
📍 Greater Noida, UP, India

📞 +91 8789009751
✉️ anjalithakur22.09@gmail.com

Career Objective

A Self-motivated and Result Oriented **MBA** Pass out looking for an opportunity in field of Human resource to grow my skill and knowledge, which can further lead to the growth of the organization.

Work Experience

Vertex Automation System Pvt. Ltd. (Hr Admin Executive) November 2022 – Present.
- Employess database on Alien book.
- Update and maintain internal database(leaves management CL,ML, and EL)
- Provide first line support for Hr and employees queries.
- Administer elements of new hire process including background checks, offer letters, and new hire paper work.
- Drive the probation process
- Managing Campus drive on and off campus
- Attendance records maintain on daily basis

IGCSM (HR Executive) August 2021 – October 2022.
- Handle end to end recruitment of both **IT** and **non IT** profiles.
- Handle employee **Onboarding** & **Offboarding.**
- Redesigned the existing **induction** Programme.
- Designed the JD as per opening requirements.
- Used various platforms for recruitment such as **Naukri**, **Indeed**, **Apna** and **Workindia**.
- Conducted **telephonic interviews.**
- **Documentation** of Employees.

Education

MASTER'S IN BUSINESS ADMINISTRATION
Galgotias Institute of Management & TechnologyDr. A.P.J. Abdul Kalam Technical University Greater Noida, Uttar Pradesh, India

Graduated with 1 st Division (Hon.), August 2021

BACHELOR'S IN BUSINESS ADMINISTRATION
Galgotias University
Greater Noida, Uttar Pradesh, India

Graduated with 1st Division (Hon.), August 2019

Senior Secondary (12th)
CMB CollegeBSEB
Board Bihar, India

Passed with Distinction, May 2014 Marks 61 %

Matriculation (10th)
Pristine Children's High School
CBSE Board Bihar, India

Passed with 1st Division, June 2012 CGPA 8.2

Skills

- Smart-working
- Leadership
- Creative
- Self-motivated
- Focused
- Adaptive nature
- Problem-solving
- Teamwork

Projects

- **Study on consumer behavior towards online shopping sites**

  Objective of the research:

  1. Understand the customer perception.

  2. To know how customer evaluating e-commerce sites.

  3. To understand the problem faced by customer.

Computer Proficiency

- Word 2019
- Excel 2019
- Power Point 2019
- Windows XP/Vista/7/8/10
- Google Chrome/Mozilla Firefox/Opera
- Outlook

Languages

- English
- Hindi

Personal Interests

- Love to cook
- Listening music
- Have fun with friends
- Watching movies
- Sketching

Personal Details

Father's Name:	Mr. Shravan Thakur	Mother's Name:	Mrs. Shyama Thakur
Birthday:	November 22, 1997	Marital Status:	Single
Gender:	Female	Nationality:	Indian