



ANJALI KALRA

SENIOR HR EXECUTIVE

PROFILE

Aim is to secure a challenging position in a reputable organization to enhance my knowledge learning skill set & experience. Possessing analytical skills & able to work under pressure.

CONTACT

PHONE:
+91 82952-79986

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Aniikalra467@gmail.com

SKILLS

Human Resource Management
Recruitment
Communication
Leadership
Onboardings
Employee Relations
Team Engagements
Teamwork

EDUCATION

MBA in Finance and Markets Practice,
Chitkara University
2018 | 7.9 CGP

Bachelors in Computer Application,
Himalayan University
2015 | 65%

Diploma in CSE, Monad University
2013 | 68%

WORK EXPERIENCE

Theka Coffee | Senior HR Executive

July, 2023 – Present
Responsibilities -Handling team, corporate handling, recruitments, timesheet, attendance, and payroll generation

Troy Finder Consultancy | HR Executive

November, 2022 – May, 2023
Responsibilities -Shortlisting candidates, Job Posting on portals, Activities like interviews alignment or meeting schedules, Employee Orientation, Training and development alignment and other daily operations of HR.

Cradle Solutions | HR Recruiter

January, 2020 – July 2022
Responsibilities – Job Posting, Sourcing potential candidates, drafting Job descriptions, Resume screening and shortlisting, setting up interviews, and candidate onboardings.

HOBBIES

Listening Music
Playing Badminton
