

ANJALI

Career Objective

To serve the organization with full dedication hard work and continuously improving my knowledge base.

Contact



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Skills

- Quick learner.
- Optimistic.
- Dedication towards work.
- Ability to work under pressure.

Languages

- Hindi & English

Academic Education:

- Completed MBA in HR and IB.
- Bachelor of Business Administration from CCS University with 75% Marks.
- High School from CBSE Board With 70% Marks.

CAREER HIGHLIGHTS;-

- 02 Years and Counting as a “**Team Leader – Recruitment**” In **Globiva Services PVT. LTD. Gurgaon, India.**

❖ Roles and responsibilities

- Involved in the end-to-end recruitment process.
- Managing stakeholders and clients as well.
- Handling a team of 12 Recruiters.
- Handling vendors.
- Organizing telephonic and face-to-face interviews and setting up the technical panel.
- Sending Shortlisted candidate to HR head for approval offer making.

- 02 Year as an **HR / ADMIN “EXECUTIVE” FUNDREAMZ GLOBAL MARKETING PVT. LTD. NOIDA SECTOR 15**

❖ Roles and responsibilities

- Responsible For Managing the Recruitment Process
- Telephonic interview of candidates, coordinating & scheduling candidates for interview
- Day-to-day attendance management.
- Providing induction programmer and overseeing joining formalities.
- Maintaining employee’s records pay roll & benefits.

Summer Internship:

- 02 Months as a “**BUSINESS DEVELOPMENT EXECUTIVE**” In GPA RETAIL PVT. LTD. **Nehru Palace, New Delhi, India.**

❖ Roles and responsibilities

- Build contacts with potential clients to create new business opportunities.
- Keep prospective client database updated
- Make cold calls for new business leads.
- Maintain knowledge of all product and services offerings of the company.
- Arrange meetings for senior management with prospective clients.