CURRICULUM VITA

**NAME:** ANJANA KUMARI

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**NEW DELHI**: 110074

**DOB:** 13-JAN-1988

**CAREER OBJECTIVE**:

To seek a challenging position in the corporate environment by making a contribution in the organization to the best of my own skills in the due course.

* Now looking for an opportunity which will make best use of my skills & giving my best to perform also further my development.
* Possess an excellent interpersonal skill which helps me to be productive both terms & independent environment.
* Academic background that includes MBA.

**PROFESSIONAL QUALIFICATIONS**:

MBA(Regular) From HIMACHAL PRADESH UNIVERSITY SPECILIZATION: Finance & Marketing with aggregate of 76%.

**SCHOLASTICS:**

* Bachelors in fashion designing from Annamalai University.
* H.S.C from N.O.S.
* S.S.C from Tamil Nadu Board.

**SUMMER TRAINING:**

* CANARA BANK LTD (3rd Semester) 45 Days
* Daily Funds Transfer from current Account as per customer instruction.
* RECONCILIATION and CONSOLIDATION of accounts as per standard and procedures.
* RTGS, NEFT and FUND Transfer.

**WORK EXPERIENCE**:

* Worked as HR in “EXOTIC HERITAGE GROUP” New Delhi from Dec 2017 to till June 2018.
* Training in HRD PRODUCTIVITY MANAGEMENT Ghaziabad from August 2018 to March 2019.
* Worked as HR executive in MIRIC BIOTECH from April 2019 to June 2019
* Working as Sr. HR Executive in CIF Pvt ltd from June 2019 to till now.

**Roles and Responsibilities:**

* Onboarding, Joining formalities and Induction for new hires.
* Effective management of live data in Excel.
* Planning and executing internal communications across the organization.
* Owning Reward and Recognition, culture and talent engagement activities along with employee benefits, robust CSR activities, and fun games.
* Regular investigation of fake cases, disciplinary, BGV, Info sec violation, harassment cases & issuing  
  warning letters.
* Handling everyday queries/grievances for employees & conducting employee counselling.
* Ensure timely incorporation organizational changes (reporting changes, promotion, transfer etc.)
* Internal Hiring for multiple role.

**PROJECT REPORT:**

CUSTOMER SATISFACTION in AIRTEL (4th Semester) – Jan 2016 to June 2016.

Objective of study:

* To study consumer decision making and preference.
* To study the level of customer satisfaction.
* To understand the needs of different consumer segments.
* To study the consumer behaviour towards purchase.

**STRENGTHS:**

* Positive Analytical Attitude.
* Pro – Active.
* Hard working.
* Team Work.
* Problem Solving.
* Organization and planning skills.

**SKILLS:**

* EXCEL.
* VLOOKUP,
* HLOOKUP,
* PIVOT TABLE.

**TECHNICAL QUALIFICATION**:

* Prominent in handling MS Office 2007 & 2010, internet, basics in computer and software installation.
* Operating System: Windows 10
* Tally, Excel,
* Word, Power point.

**DECLARATION:**

I hereby declare that all the information furnished above is true to the best of my knowledge. If I am being given an opportunity to serve in your organization. I will leave no stone unturned to prove my abilities.

ANJANA KUMARI **DATE**