

ANJALI TIWARI

HR & ADMIN EXECUTIVE

PROFESSIONALS KILLS

MS Office
Letter Drafting
Communication skills
Written Skills
Collaborative nature
Team coordination
Able to work under Tight
Guidelines
Proactivity
Analytically driven &
Oriented
Problem Solving
Decision Making Skill
Negotiate with Peoples

PERSONAL SKILLS

Creative spirit
Honest
Time management
Team player
Fast learner
Self Motivated
Multitasking Skill
Confident
Moral & Ethics
Accept the Challenge's

CONTACT

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HOME ADDRESS

II – 159/B Rest Camp Colony
Charbagh, Lucknow – 226004
Uttar Pradesh
INDIA.

PROFILE

Career minded HR Administrator seeking position with reputable organization in which my training can help improve the development of the organization. Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas.

EXPERIENCE

HR & ADMIN EXECUTIVE

POUSNY FMCG LIMITED | AUGUST 2019 – Till

- Maintaining employee records like Attendance register, & Leave Record
- Maintaining physical and digital personnel records like employment contracts
- Update internal databases with new hire information
- Prepare reports and presentations on HR-related metrics like total number of hires by department
- Letter Drafting & Email Draft, Answer Calls, Support to Other Departments
- Maintaining Vendor record and payments for support accounts team

HR & ADMIN EXECUTIVE

C-Core India Techno solutions Private limited | Apr 2018 - Sep 2018

- Maintained and organized numerous office files
- Constantly updated the company's contact and mailing lists Maintained Employee Attendance
- Letter Drafting & Email Draft
- Various Work Which Deputed by HR Head & other Officials
- Conduct Interview
- Made calls to Vendor and Customer for better Accountability

EDUCATION

MATER OF BUSINESS ADMINISTRATION in HUMAN RESOURCE
Integral University | 2019

BACHELOR OF BUSINESS ADMINISTRATION
Lucknow University | 2017

INTERMEDIATE
St. Anthony Public School | CBSE Board | 2014

HIGH SCHOOL
St. Anthony Public School | CBSE Board | 2012