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Dr. B. N. Verma Road  
Aminabad Lucknow

## INTERESTS

Chess

Travelling

Listening Music

Reading  
Books

## LANGUAGE KNOWN

ENGLISH



HINDI



## STRENGTHS

Good Communication Skills

Focused to work

Hardworking

Self confident

Punctual



## *Aanchal Mehrotra*

### HR & Administration

Innovative, task-driven professional with 1.5 years of experience in customer relation executive and retention across diverse industries. Equipped with a record of consistently identifying and providing the customer satisfaction and needs of companies through co-ordinating and supporting skills proficient in developing interacting skills, creating user interfaces, simple/complex issues and implementing new features based on user feedback.

## **WORK EXPERIENCE**

### HR Assistant Manager

#### **BBSS NGO**

03/2022 – Till Present

Gomtinagar Extension, Lucknow

- Posting jobs on job portals like Indeed, Hirect, Work India and short listing the candidates.
- Screening the resumes and taking all round of interview.
- Offering the salary package and negotiating with the salary.
- Issuing the offer letter and sending the job description to the candidates.
- Training and follow-up with the candidates.
- Making the salaries of the candidates, updating leaves, absence and paid leaves.
- Sending feedbacks of the candidates on daily basis to Secretary.

### HR & Administration Manager

#### **M.V.Enterprises**

03/2021 – 01/2022

Nishatganj, Lucknow

- Recruiting and selection of the candidates. Taking telephonic and face to face round of interview.
- Posting Jobs on Job Portals like workex, workindia, quicker etc.
- Making salaries of the employees and other staff.
- Updating leaves, absent and other casual leaves. Understating grievances of the employees and sorting those grievances.
- Payroll management, managing all the staff employees and supervision of the work.
- Handling all administration work and reporting to managing director.

## **PERSONAL PROFILE**

Father's Name : R. K Mehrotra

Date of Birth : 14<sup>th</sup> August 1990

Marital Status : Single

Nationality : Indian

## **Admission Counsellor Head**

### **New York Medical University**

11/2020 – 02/2021

Hazratganj, Lucknow

- Contacting the medical students asking if they qualified NEET exam so they can take admission in our university.
- Sending brochures and all details to students or their parents telling them about the last date of admission and registration procedure.
- Scheduling appointment with our admission head in Lucknow Corporate Office

## **Assistant H.R & Recruitment Manager**

### **T.S.G Services Pvt. Ltd.**

02/2020 – 06/2020

Aliganj, Lucknow

- Posting jobs on Job portals like Workex, Olx & other job portals.
- By providing shortlisted candidates data by H.R Head contacting those candidates.
- Taking telephonic Interview of shortlisted candidates.
- According to their qualification and experience telling them about their position in organization.
- Scheduling face to face round of interview with HR head.
- Sending message of documents what candidate have to carry for face to face round of interview.
- Maintaining organizational relationship, code of conduct and discipline.

## **Administration Assistant**

### **MBD Group**

01/2015 – 06/2015

Dr. B. N. Verma Road, Lucknow

- Updating leave, absence and vacation on register of the employees.
- Assisting Zonal Sales Manager for organization related work.
- Co-ordinating with senior staff and departments.
- Taking records of the books and transferring the calls of all over India company branches to different departments.
- Manage the department's telephone centre and address queries accordingly.

