

ANSHUL JHA

S/O – Ashish Kumar Jha

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PROFILE/CAREER OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company and develop my knowledge and skills.

A useful and experienced resource in Sunray System & technologies for Tally (Yellow belt cleared) with hunger of learning something new everyday. Providing solutions and dealing with various customers since 2020, learning and adopting different environments in work fields. Have worked on various software like Anydesk, Tally and VS Code etc.

Apart from that, as I am passionate about computers and PC games; I am learning JavaScript, HTML, CSS as well as React.JS to make dynamic websites from Front-End Development. I am aiming to learn more to become a Full-stack Developer some day.

EDUCATION

Course	Subjects	Institute/ Board	Year of Passing	CGPA/ Percentage
Masters in Business Administration	Human resource , Finance,	Gurukul Kangri University, Deemed University	2021	8.65
Bachelor in in Business Administration	Human resource , Finance,	Gurukul Kangri University, Deemed University	2019	6.56
Intermediate	Commerce with Capital market, derivatives	Delhi Public School/ CBSE	2016	68.2%
High School	Science Mathematics, English,	Delhi Public School/CBSE	2014	58.9%

Work Experience

US IT Recruiter

TalentiQo RPO- Dehradun, Uttarakhand(On-site)

09/05/2022 – Present

- Working as a US technical recruiter on various IT requirements like Java Developer(Full-stack,Front-end and Back-end), ETL Developer, Informatica, Alfresco, IAM & ForgeRock, Salesforce Admin/Developer, RPA UiPath (Automation), Business and Data Analyst, Data Engineer and many more.
- Have experience on US Tax terms(W2,1099 and C2C/C2H) and Visas (F1,H1b,H4EAD, GC,GC-EAD,USC and E3 etc) for full-filling and depending the needs of the clients (Federal as well).
- Interacted with various employers on-shore and off-shore as well as worked on all 4 US times on PST,MST,CST and EST.
- Recruited people for On-site and Remote positions for various recognized clients.
- Working closely with Colleagues, Team leaders, Associate Team Leaders, Account managers and HR for a better output as well as to compete daily targets.
- Screening experience on Fake and real candidates to submit best to best profile for the role,
- Following daily reporting structure for Organization and off shore on-site team. (Sending priorities and EODs to both)
- Working on various Job Boards such as Ceipal ATS, Monster, CB, Job Diva and Internal Data base for Ceipal. Also used LinkedIn And Indeed for job postings.
- Reaching candidates and sending them Job description is daily basis requirement.

HR Intern Team lead & Senior Resource

RecruitNXT – Remote

04/04/2022 - 04/07/2022

- Started as a member of the team for starting 15 days to understand the needs and got into work environment of the organization.
- As a Team Lead - Took Interviews, Screened, Gone Through Resumes of interested candidates, Communicated/Reported with senior people on daily basis at EOD meetings to improve working of junior interns, Trained junior interns and did meeting unofficially for a smooth relation within organization and Allotted interviews to interns as well as candidates.
- Focused on IT recruitment and full-filling need of the organization as well as worked directly with IT Team and Program Manager.
- Managed interns, Allotted and did LinkedIn Job Postings of various positions on a daily basis.
- Communicated with other team leads as well for problem solving and improvement in workflow. Did same with the juniors to establish a friendly environment.
- Screened candidates for JavaScript, PHP, Python, Technical writer, Screen testing (Automation and Manual testing) and other IT roles.
- Communicated with Non-IT HRs as well to align the reports of interns on daily basis.

Admin & Accounts

ShrimVishal Herbal & Cosmetics Pvt.Ltd.-Haridwar, Uttarakhand(On-site)

01/02/2022 – 06/03/2022

- Basically worked as an accountant and monitored factory apart from transactional view.
- Worked on Tally ERP.9 as well as Tally Prime for accounting purposes.
- Managed inventory (including organization's personal property), Released Purchase orders, Negotiated, Gathered requirements for Business needs from minimal to highest priorities, and Recorded day to day transactions.
- Communicated with stakeholders, got help from seniors as well as helped them to achieve perfection and made sure of implementation of Boss's plans.
- Did documentation of organization and worked on resolving issues on certain affairs.
- Used Tally, MS Excel, MS Word and other tools on Day to Day basis to keep business aligned.
- Managed Labor to get the work done and also worked as a medium between high tier management to Low tier management people. Avoiding conflicts and establishing better communication was the priority.

Projects & Past Experiences

- ASER Survey Project 2018 OCTOBER
- Election Duty APRIL 2019
- Various College Projects
- Worked as Tally resource for Tally Solutions Pvt. Ltd with 3 star partner Sunray Sytem & Technologies, Haridwar since 15 Jan 2019.
- Worked as Account Manager for Tally Solutions Pvt. Ltd with 3 star partner Sunray Sytem & Technologies, Haridwar since 11 Jan 2021.

TECHNICAL SKILLS

- Blender 3d Modeling
- HTML
- CSS
- JavaScript
- React.JS
- Microsoft Office
- Tally prime(yellow belt)
- Screening
- Various ATSs
- Resume review

CERTIFICATION

- Sales management certificate (from college)
- Tally certified partner(1 year experience)

PERSONAL STRENGTHS

- Adaptive Nature
- Stress Tolerance
- Creative
- Quick Learner

PERSONAL PROFILE

- **Known language** : English, Hindi
- **Hobby**: Kabbaddi, Volleyball, PC Gaming, Coding and Problem solving, Reading books, Fitness, weapon enthusiast.

DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above mentioned particulars.

Anshul Jha