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| **Resume**  **ANJANA SAHU**  **Cell:+917489145561**  **Email: anjanasahu74s@gmail.com**  **Career Objective:**  To perceive a career in a renowned firm with dedicated efforts and to associate myself with an organization that gives me a chance to update my knowledge.  **Educational Qualification:**   * Masters of business administration(MBA) with (HR + Marketing) Specialization,pandit shambhunath shukla university, shahdol-2023 * Graduation **B.com** Under APSU from Nehru Degree college, Burhar-2021 * **H.S.C** from Board of secondary education, GYAN NIKETAN ENGLISH MEDIUM SCHOOL, BURHAR-2018 * S.S.C from Board of secondary education, GYAN NIKETAN ENGLISH MEDIUM SCHOOL, BURHAR-2016   **Internship:** SG GURUKUL - (Indore)  Duration of internship – 65 days  (20 June 2022) to (25 August 2022)  **During internship I have Learned :**   * Prepare Job Description according to requirement. * Job posting in different- different Portals (INDEED, APNA, HIRECT, WORK INDIA, INTERSHALA & so on) * Data sourcing. * Resume Screening. * Telephonic Interview. * Face to face round interview. * Documentation round. * Selection/Rejection. * Joining. * Induction of employees through PPT & Explaining HR policy of the company. * Onboarding of employees. * Prepare HR blogs. * Work according to HR KRA’s * Work in different – different sources of Recruitment Internal and External both Like Contact with Employment agencies, Advertisement, previous applications, Waiting lists, so on. * Maintain Daily’s recruitment sheet, EOD, Daily Walk-in sheet, Joining sheet, Employees Record, Attendance sheet etc. * Also Work on Employees Retention. * Learn How to Maintain Salary Slip. * Work in different – different activities in occasions for Engaging employees in the organization.   **Technical Skills:**   * MS Office * Tally * Data analysis with MS access and excel   **Certification Courses:**  Data entry, tally, DTP (certificate of excellence)  IITE (idol institute of techno education) Ministry of corporate affairs (government of India)    IT and GST Returns filling  SELF EMPLOYMENT TRAINING COURSE  RCVP Noronha academy of administration and management, Bhopal Madhya Pradesh  EMPLOYMENT SKILLS under LIFESKILLS program  ORGANISED by RUBICON    LIFESkILLS TRAINING PRORAM  ORGANISED by BARCLAYS    **Workshop:** Financial Education For young citizen (A Axis bank CSR initiative)  By National institute of securities markets (NISM)    **Personal Profile:**   |  |  | | --- | --- | | Name: | ANJANA SAHU | | Father Name: | SUBHASH SAHU | | Date of Birth: | 04 June-2000 | | Marital Status: | Unmarried | | Nationality: | Indian | | Languages Known: | English and Hindi | | Address: | H.NO 818 KHA, Village-LALPUR Near HAWAI ADDA, DISTT. SHAHDOL,MADHYA PRADESH |   **Declaration:**  I hereby declare that the above information is correct and true to the best of my knowledge and belief.  Place:  Date:    ANJANA SAHU |