



ANJU
ASSISTANT HUMAN RESOURCE
+91 8826682551
Anjusingh0912@gmail.com

PROFESSIONAL SUMMARY:-

I'm currently enrolled as a business administration student. I'm pursuing Human Resource management as my major core with marketing as a minor. I have a keen interest towards human behaviour at work place. I'm seeking opportunities related to the same. exposed to new cultures and diverse group of people.

Being A graduate , I have been repeatedly been This has made me able to quickly adapt to changes and gain a broader perspective. I'm always curious about things and enjoy learnings. I'm a detailed oriented person and I keep my goals and task organised to maintain productivity.

I believe that the skills that I have attained from the dynamic & competitive environment define me that I'm looking forward to implementing and polishing them in any opportunity I receive.

ACADEMIC AND TECHNICAL QUALIFICATION:-

Examination	Discipline	Board/ University	Year of Passing	%
MBA	HR Management & Sales Marketing	ISBM, Mumbai	--	Pursuing
B.Sc	Fashion Designing	FDDI [NOIDA]	2015	78
10+2	Humanities	CBSE BOARD	2014	81
10 th	All	CBSE BOARD	2012	64

EXPERIENCE SUMMARY:-

1. Working with **Sunrise Bizcom Private Limited** as **Assistant Human Resources** (Ahmedabad, Gujarat).

- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Implements new hire orientation and employee recognition programs.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.

2. Worked With **Asco HR Consultancy** as **Human Resource Recruiter Intern** From Jan 2023 – March 2023.

3. Worked with **Calvin Klein Jeans** as A **Fashion Consultant** From 17th Jan to 30th –Jun 2018.

- Greeted customers in a timely fashion while quickly determining their needs.
- Recommended merchandise to customers based on their need and preferences.
- Engaged with customer in a sincere and friendly manner.
- Completed all cleaning, stocking and organizing tasks in the assigned sales area.
- Built Relationship with customers to increase the likelihood of repeat business.
- Provide Customers with Advice on the compilation of Outfits and Accessories.
- Worked well with fellow employees and management.

4. Worked in **Rishab Oswal** as a **Fashion Merchandiser** from 14th july-2018 to feb-2022 .

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- Working closely with the buyer on product development strategies, outlining necessary range planning.
- Partnered with production teams in product development and bulk order placement in Knits for Kids wear, Ladies western wear & men's wear.
- Managing day to day production tracking, including fabric status, tracking production performances and addressing delivery related problems.
- Managing the process of forecasting sales, trends and profits, so as to working towards optimizing the profitability of the organization.
- Coordinating, Tracking & to make sure that all the raw materials are delivered on time.
- Updating Order status regularly to review at any point of time daily to have a better hold on the schedule.

PROFESSIONAL SUMMARY

I have been actively involved in the merchandising & Designing sector for over 2 years and am pleased to offer a number of unique skills to any role. I enjoy working within a team environment Excellent organizational skills, an ability to take on challenging task and a talent for working alone when required are some of the other traits which have come to define my personality. I hope to encounter a company that can offer these very same opportunities while also providing me with room for professional improvement as time goes on.

TECHNICAL SKILLS :-

- Microsoft office
- Excel Rich peace

PERSONAL STRENGTH:-

- Positive Attitude.
- Team Sprit & Stability.
- Always Keep to Learn.

Personal Details	
Name	Anju
Husband's Name	Mr. Rahul Kumar.
Address	B-56 Swarn Park, Near Metro Pillar No 489, Mundka Delhi-110041
Date of Birth	09th August 1996.
LinkedIn Profile	https://www.linkedin.com/in/anju-singh-253052130
Languages Known	English, Hindi
Marital Status	Married
Notice Periods	Immediate Join

DECLARATION:-

I hereby declare that the above given information is true for best of my knowledge and all liability of correctness of this Statement lies on me.

Place:

Date:

Anju