

ANJU SHARMA

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Objective:

I would like to associate with an organisation which allows me to take an opportunity to explore my talent further.

2017	Master's in Business Administration in Humana Resource, Guru Jambhaswar University, Hisar, India
2015	Beachelor of Arts, University of Delhi, New Delhi, India
2012	12th (High School), CBSE (Army Public School), New Delhi, India
2010	10th (Secondary School), CBSE (Army Public School), New Delhi, India

Computer Skills:

- . Microsoft Office (Word, Excel, Power Point, Microsoft Access)
- . Marking on online platform (Facebook, Instagram, YouTube, WhatsApp, etc.)
- . Internet related surfing e-mails, online form submissions, online ITR submissions, software downloading, etc.

Skills:

- . Digital Marketing
- . Recruitment Operations
- . Air, Bus, Train, Hotel Booking
- . Banking Operations
- . Forex Handling
- . Visa application for various companies

Experience Highlights:

Jul 2023 - till now **HR & Admin Manager at mCURA Mobile Health Private Limited, Gurugram, Haryana, India**

Responsibility includes the following-

- . Execute general office administration tasks to smoothly run the organization.
- . Oversee and maintain the inventory (IT, Communication Hardware, Equipment), manages office facility and supplies.
- . Draft emails and memos for internal and external communications.
- . Execute day to day operations.
- . Maintain staff attendance and leave records.
- . Manage and coordinate annual performance of the staff.
- . Prepare salary sheet & salary records of the employees.
- . Coordinatewith bank staff for bank related works.

- . Conducting games on festivals.
- . Implement and revise plans and policies as required by statutory requirements.
- . Keeping records and verifying documents of new joiners.
- . Posting new job vacancies on various job portals.
- . Recruit new employees as per requirements.
- . Salary negotiation.

Mar 2022 - April 2023 Assistance Manager at HDFC Bank, Gurugram, Haryana, India

Responsibility includes the following-

- . Monitoring employee performance.
- . Supervising customers service process.
- . Cash Handling.
- . Non-Cash Handling- Cheques, Demand Draft, FD, RD, Insurance, NEFT, RTGS etc.
- . Outward Remittance
- . Coordinate projects with sales team regarding achieving sales target (insurance, FD, RD, etc.)
- . Resolving customer complaints on day to day basis
- . Back Office Operations
- . Relationship Management
- . Achievement of overall branch targets by generating business and cross-sales
- . Train new employees
- . Credit Appraisal

Jan 2019 - Jan 2021 HR/Admin at Prakash Industries Engineering Services, Yamuna Nagar, Haryana, India

Responsibility includes the following-

- . Pre and Post Joining formalities- PF, Insurance, Salary Account creation and document.
- . Salary slips preparation for all staff based on approved timesheet.
- . Coordination and arrangement for client interview for various positions.
- . Salary negotiations with selected candidates, before their mobilization to project site.
- . Having exposure on HR works, Assets control software updating, Accounts works.
- . General Office administration- managing stationary, housekeeping, ID cards
- . Salary payment through various modes like internet banking, cheque DD, etc.
- . Coordinating with CA for yearly audit, ITR, GST return.
- . Coordinating with bank for account statement, FDs, RDs, internet banking, bank guarantee and other related activities.
- . Leave and attendance management.

Apr 2018 - Dec 2018 Recruitment Executive at Tarun Staffing Services, Gurugram, Haryana, India

Responsibility includes the following-

- . Keeping record of CV database
- . Arranging interviews with higher authorities
- . Finding suitable candidates from various online portal like LinkedIn, Naukri.com, Monester.com, Workindia.com, Apna, etc.
- . Taking an introductory introduction of candidates & submitting CV to higher authorizes.
- . Prepare offer letters for selected candidates.
- . Responsible for maintaining hard copy information.
- . Ensuring all documents is as up to date as possible within electronic filing systems.

Aug 2017 - Mar 2018 **Ticketing Coordinator at Beta Travels & Forex Private Limited, Gurugram, Haryana, India**

Responsibility includes the following-

- . Creating PNR for issuing ticketsin Amadeus GDS.
- . Air ticketing booking through various portals.
- . Bus and train ticket booking through various online and offline portal.
- . Visa assistance to company staff for Russia, Japan, Malaysia, Qatar, UAE, others.
- . Issuing tickets for domestic and international for various airlines like Indigo, Air India, Vistara, Malindo, Malaysia, KLM, Turkmenistan, etc.
- . Assists in accurate production sales and distribution of tickets for all entertainment events, special events, etc.
- . Accurately processes ticket sale transactions via phone calls and in person.
- . Follows all internal control procedures for cash handling, credit and purchases.

Personal Details:

Full Name	Anju Sharma
Father's Name	Mukesh Kumar Sharma
Date of Birth	11 November 1994
Sex	Female
Languages Known	English, Hindi & Punjabi

Delaration:

I hereby declare that all details furnished above are true to the best of my knowledge.

Anju Sharma