






POONAM ANJNA

 Village Khandsa, near Bala ji Mandir
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 poonamanjna19@gmail.com

ABOUT ME

I'm looking for an opportunity to utilize my skills and abilities working with your organization that offers professional growth while being resourceful, innovative and flexible. My aim is to align my robust skill set with the strategic goals and objectives of a forward-thinking organization.

With a strong foundation in these key areas, I am eager to tackle challenges and contribute to the success of my future employer.

SKILLS

Administration & HR Operations

HR Compliances

Good Team Player

Microsoft office & Presentations

LANGUAGES

ENGLISH

HINDI

WORK EXPERIENCE

NETWARE COMPUTERS PVT. LTD.

Jun, 2023 -Present

ADMIN & HR

- HR Compliances for Engineers visiting PSUs like ONGC, IOCL, BPCL Etc.
- Manage Attendance Sheets for All Employees.
- Manage office operations and delegate tasks to administration
- Organize group meetings and seminars at the headquarters location.
- Maintain Asset sheet of all location.
- Supervise administrative staff and divide responsibilities to ensure performance.
- Track stocks of office supplies and place orders when necessary
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Coordinating the sales team by managing schedules, filing important documents and communicating relevant information.
- Coordinate with Project team for making CRS replies for running Projects

OWO TECHNOLOGY PVT LTD.

Oct, 2021 to Mar,2023

HR EXECUTIVE

Recruitment: -

- Conducting telephone and personal interviews with the HR Manager & Department heads.
- Resourcing, screening and short listing resumes through various job portals.
- Short listing the resumes based on the job requirement.
- Preparing offer letter, employment contract and job descriptions, completing joining formalities and documentation.
- Assist the HR manager in planning of Organizational recruitment.
- Maintain the records of employees.
- Make the joining documents of recruiters.

Employee Engagement: -

- Celebrations- Diwali, Ganapati Festival and other company events.
- Effectively managing welfare measures, management-employee get together, picnic & parties.
- Developing program like initiated and administered a welcome mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.

**MAGNUM
INFRASTRUCTURE
HEIGHTS LIMITED**
Jan,2020 to Jun,2020

ADMIN

- Overseeing daily office operations..
- Manage agendas/travel arrangements/appointments etc.
- Managing office supplies and inventory.
- Coordinating maintenance of office equipment and facilities.
- Serving as a point of contact for internal and external stakeholders.
- Supervise administrative staff and divide responsibilities to ensure performance

LARAON ENGINEERS
Jan,2019 to Dec,2019

FRONT OFFICE EXECUTIVE CUM ADMIN

- Track stocks of office supplies and place orders when necessary.
- Manage agendas/travel arrangements/appointments etc.
- Organize group meetings and seminars at the headquarters location.
- Maintain files and contact lists on all executive mobile devices
- Maintain Asset sheet of all location.
- Supervise administrative staff and divide responsibilities to ensure performance.

**KOHLER (GROUP 4
SOLUTIONS PVT.
LTD.)**
Jun,2016 to Jul,2018

FRONT OFFICE EXECUTIVE CUM ADMIN

- Providing excellent customer service, handling inquiries, and resolving issues courteously and efficiently.
- Manage agendas/travel arrangements/appointments etc.
- Organize group meetings and seminars at the headquarters location.
- handling administrative tasks such as scheduling appointments, managing calendars, and maintaining records
- Maintain Asset sheet of all location.
- Supervise administrative staff and divide responsibilities to ensure performance.

**SLV SECURITY
SERVICES PVT. LTD.**
May ,2013 to Jan,2015

RECEPTIONIST (VISITOR MANAGEMENT EMPLOYEE)

- Greeted and welcomed visitors in a professional and friendly manner.
- Managed a multi-line phone system, answered incoming calls, and directed them to the appropriate person or department.
- Scheduled appointments and maintained calendars for executives or departments.
- Managed visitor access and maintained visitor logs.
- Addressed visitor inquiries and concerns promptly and professionally.

PERSONAL DETAILS

Date of birth
21st July, 1985

Marital status
Married

Father Name
Om Prakash
Singh

Education

MIT SCHOOL OF
DISTANCE
EDUCATION
(PUNE)

2008

Masters in Operation Management

MDU
UNIVERSITY,
ROHTAK

2006

BA

Science stream

HARYANA
BOARD

2006

Intermediate

Science stream

HARYANA
BOARD

2006

Matriculation