

ANJALI

Tehsil Tijara, District Alwar, Rajasthan – 301411, India

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Gender: Female | Age: 22

Professional Summary

Motivated MBA candidate specializing in Human Resource Management with practical internship experience in core HR functions. Proficient in HR data analysis, employee engagement, recruitment coordination, and sustainability-driven HR strategies. Strong communication, collaboration, and decision-making skills. Committed to fostering ethical and inclusive workplaces through technology integration and continuous learning.

Work Experience

HR Intern

PING Engineers India Private Limited, India

June 2024 – August 2024

Participated in end-to-end recruitment processes, including drafting job descriptions, sourcing candidates through job portals and LinkedIn, and managing interview schedules.

Screened and evaluated resumes based on job specifications, shortlisting candidates for further rounds, and maintaining applicant tracking records.

Conducted initial HR telephonic interviews to assess candidate fit and alignment with company culture and role requirements.

Supported employee engagement initiatives, such as event coordination and feedback collection to enhance workplace satisfaction.

Managed HR documentation tasks, including updating employee records, preparing onboarding kits, and assisting with policy manual revisions.

Conducted data analysis on recruitment metrics and employee engagement surveys to support decision-making in HR planning.

Contributed to aligning HR practices with corporate social responsibility (CSR), sustainability objectives, and ESG compliance frameworks.

Coordinated with cross-functional teams to ensure smooth onboarding and integration of new hires into the organizational culture.

Education

Master of Business Administration (MBA), Human Resource Management

Amity Business School, Amity University, Gurugram

2023 – 2025 | Currently Pursuing

Bachelor of Arts (English Literature)

Govt. College, Tijara, Raj Rishi Bhartrihari Matsya University

2020 – 2023 | Percentage: 57%

Senior Secondary (Class XII)

Jain Senior Secondary School, Tijara, RBSE

2020 | Percentage: 61.20%

Secondary (Class X)

All Saints International School, Bhiwadi, CBSE

2018 | Percentage: 60%

Projects & Research

A Comprehensive Study on the Impact of Training and Development Programs on Employee Performance, Engagement, and Organizational Productivity

Conducted an in-depth study to examine how training and development (T&D) initiatives influence employee skill enhancement, job performance, and engagement levels in modern workplaces.

Analyzed the relationship between well-structured training programs and key HR outcomes such as employee satisfaction, retention, and overall productivity.

Reviewed over 20 academic and industry research papers to identify best practices in learning & development, including on-the-job training, e-learning, and mentorship.

Assessed the role of T&D in aligning employees' capabilities with organizational goals, especially in rapidly changing business environments.

Provided practical recommendations for HR managers on how to design effective and sustainable T&D strategies to build a skilled, motivated, and future-ready workforce.

Employee Performance & Sustainable HR Practices

Conducted an in-depth study on how ethical recruitment, employee well-being programs, and learning and development (L&D) initiatives influence employee performance, job satisfaction, and retention.

Analyzed real-world HR practices to understand how creating a positive and supportive work environment contributes to higher employee motivation and productivity.

Researched how companies can use HR strategies to support long-term sustainability goals, such as reducing employee turnover, promoting diversity and inclusion, and encouraging continuous growth.

Chat Application Interface Design Study

Conducted a detailed study on how user interface (UI) and user experience (UX) design affect the ease of use and appeal of chat applications.

Explored how elements like layout, color schemes, icons, and navigation impact user satisfaction and long-term usage.

Analyzed user behavior patterns to understand what features (like read receipts, typing indicators, or dark mode) improve engagement and usability.

Investigated key data privacy and security protocols such as end-to-end encryption, login authentication, and user data protection methods to ensure safe communication.

Evaluated how well-known chat platforms handle performance, privacy, and accessibility, and proposed user-friendly and secure design improvements for future development.

Certifications & Training

Rajasthan State Certificate in Information Technology (RS-CIT)

Completed a certified computer course focused on building essential IT skills for office and professional use.

Gained hands-on experience with Microsoft Excel (formulas, formatting, data handling), Microsoft Word (document creation, editing, formatting), and Microsoft PowerPoint (designing professional presentations).

Learned the basics of computer operations, internet usage, email handling, and file management. Built a strong foundation in using digital tools effectively for workplace productivity.

Military Training Camp – Amity University, Haryana

Successfully completed a rigorous military-style training program focused on developing physical endurance, mental toughness, and leadership qualities.

Participated in team-building exercises, drill sessions, obstacle courses, and field survival activities, enhancing collaboration and problem-solving under pressure.

Improved discipline, time management, and the ability to perform effectively in high-stress environments.

Gained practical experience in leadership, coordination, and communication, preparing for both corporate and field-based challenges.

Management of Human Resource(SWAYAM)

Learned the basics of human resource management, including recruitment, training, performance appraisal, employee motivation, and labor laws.

Gained practical understanding of how HR supports business goals through effective people management and policy implementation.

Developed knowledge of HR planning, job analysis, and employee relations in both traditional and modern work environments.

Skills

- Recruitment & Onboarding
 - Employee Engagement
 - HR Documentation & Data Handling
 - Microsoft Office Suite (Excel, PowerPoint, Word)
 - Communication & Presentation
 - Teamwork & Collaboration
 - Analytical Thinking
 - Decision Making
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Languages

- English
- Hindi
- French