

**ANOOP DOBHAL**

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Dear Sir/ Madam,

Assessment of my credentials shall reaffirm my status as a catalyst for meeting and exceeding the desired business objectives through effective contributions. With exceptional career of **nearly 17 years**; I have resolutely delivered enduring success in areas such as **Human Resource Operations, General Administration, Budgeting, Finance, Communication & Operations Management**, across different regions.

As **Manager Administration Budget & Finance with United Nation Missions, Entebbe, Uganda Africa** I believe I align to the expectation of this role. Please find below some of my key accomplishments:

- Showcased excellence in implementing stringent quality measures including preparation / maintenance of necessary MIS reports to ensure compliance with organizational objectives & standards
- Spearheaded the entire gamut of corporate general administrative activities including Human Resource, Finance & Budgeting, infrastructure, transportation, security & travel management
- Leveraged success in managing the administration of the unit's human resource activities like recruitment, placement, relocation, performance appraisal, separation of staff members, training & ensuring consistency in the application
- Team-based management style coupled with the zeal to drive visions into reality

I have a strong academic background and have completed my **MBA (HR/Industrial Relations), BBA, PG Degree (Business Administration)**, while ascending my career ladder I have also completed various Trainings.

**An accomplished strategist** who thrives in challenging, fast-paced and multi-cultural business environment where only performance directly impacts the top line. In addition, I have outstanding organizational leadership and decision-making skills that can make an immediate impact to the market share, revenue share and profitability of your esteemed enterprise.

Looking forward to a positive response.

Sincerely,

**Anoop Dobhal**

Enclosure: Resume