



# ANAND TIWARI

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## Contact Information:

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Current Location: Noida.UP India

LinkedIn: [www.linkedin.com/in/anand-tiwari-81388a186](https://www.linkedin.com/in/anand-tiwari-81388a186)

## Professional Summary:

Dynamic HR Professional with more than eight years of experience in HR functions such as recruitment, resourcing and development, legal compliance, performance management, compensation and benefits, employee engagement, and administration. Proven experience arranging and overseeing meetings and conferences, as well as excellent knowledge of manpower management, recruitment processes, and grievance resolution. Proficient in building HR systems and policies, delivering training programs, and increasing staff productivity.

## Key Skills:

- ❖ Recruitment and Selection
- ❖ HR Support & Legal Compliance
- ❖ Employee Engagement
- ❖ Problem-Solving & Grievance Handling
- ❖ Payroll & Budgeting
- ❖ Training & Development
- ❖ Conflict Management
- ❖ Microsoft Office (Word, Excel, PowerPoint)
- ❖ Computer Programming (Pivot tables, V-Lookup, Data Entry)
- ❖ Performance Management
- ❖ EBIZ & Oracle Software
- ❖ Contract Labour Management
- ❖ Facility Management & Vendor Management
- ❖ Labour Laws (PF, ESI, Bonus, Gratuity, Professional Tax)
- ❖ Report writing/MIS

## Professional Experience:

**Human Resource Manager** ||Envirotech System Ltd, Noida | Dhivendra Agro P ltd.

**April 2024-Dec 024**

- \* Conducted full cycle recruitment activities
- \* Maintained employee records and processed payroll
- \* Implemented HR policies ensuring compliance with laws and regulations

**SR- HR** | TTEC INDIA Customer Solution P. Ltd  
Ahmedabad, Gujarat, India | **Aug 2020 - Feb 2024**

- \* Implemented HR policies ensuring compliance with laws and regulations.
- \* Developed training programs and delivered technical sessions

**Manager-Human Resource** | Akshat Agro Milling P. Ltd. Indore M.P. | Jun 2019 - Mar 2020.

- \* Increased employee retention rate by 20% through effective recruitment strategies
- \* Resolved conflicts and ensured accurate job descriptions
- \* Guided labour law compliance and implemented organizational changes

**Human Resources Officer** | Airen International Ltd |. Ltd Indore, M.P. | Apr 2015- Mar 2019.

- \* Conducted new hire orientation and onboarding
- \* Managed payroll processing and employee records
- \* Investigated workplace grievances
- \* Managed recruitment processes and coordinated payroll
- \* Maintained personnel records and facilitated onboarding

**Administrator** | **UPS International College** Sonebhadra, U.P., India | Jun 2009 -Mar 2011

- \* Managed office supplies, payroll, and filing systems
- \* Responded to customer inquiries and maintained positive working relationships

### **Educational Qualification:**

- \* MBA in Human Resources Development | APS University, Rewa | 2014
- \* Post Graduate Diploma in Computer Applications | MNC University, Bhopal | 2010
- \* Bachelor of Arts in Economics | Govt. TRS Excellence College, Rewa | 2009
- \* HSC|MP Board Bhopal| 2006

### **Certifications:**

- \* Certified Payroll Analyst
- \* MS-Excel Certified
- \* Certified in Human Resource Management
- \* Certified in Training and Development
- \* Certified in Tally

### **Awards & Honors:**

- \* N.C.C. A, B, and C Certificates
- \* N.S.S. Certificate for social work
- \* Red Cross Certificate

### **Languages:**

- \* Hindi
- \* English

**References:** Available upon request.

**Permanent Address:** Rewa, M.P. India

**Date:**

**Applicant Name**  
**Anand Tiwari**