

# ANJALI TRIVEDI

FRESHER



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A block Gayatri Nagar  
Shuklaganj, kanpur Uttar  
Pradesh

## Objective

Currently seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

## Internship

**Donepull**

**Nov 2022 - May 2023**

Talent Acquisition Intern

- Sourced and recruited candidates by using databases, social media etc.
- Screened candidates resumes and job applications.
- Conducted interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule.

## Education

**2019 - 2022**

Axis Institute of Higher  
Education

**Bachelors of Business  
Administration (BBA)**

65%

**2018 - 2019**

S.V.M. Inter College

**Intermediate**

73%

**2016 - 2017**

S.V.M. Inter College

**High School**

80%

## Language

Hindi



English



## Expertise

- MS- Office
- Good communication skills &  
Effective listener
- Ability to work in a team

## Personal Details

Father's Name : Shrikant Trivedi

D.O.B : 27 January 2001