

Anup Verma

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Profile Summary

Highly effective Human Resource (HR) Admin with 6 month experience. Understand the importance of HR work (like Documentation, new hire guides and office work).

Work Experience

HR Admin

July 2022 - Present

Verantes Living Pvt. Ltd.

- Update internal databases (e.g. Attendance record).
- Prepare HR documents, like Job description, Joining form, No dues certificate, Completion certificate, Reimbursement Claim form, Local conveyance form, and focus on new requirements.
- Job posting on job portal (like Indeed, WorkIndia, Naukri.com) and Head hunting from LinkedIn
- Shortlist the cv and schedule the interview with respective manager.
- Make onboarding easy for new joinee.
- Schedule the meeting of company director on google calendar.
- Answer employees queries about HR-related issues
- Providing relevant employee information (e.g. leaves of absence, sick days and work schedules).
- Coordinate with company all franchisee.
- Taking care of dispatch, keeping records for incoming and outgoing Courier.
- Manage all Travel Ticket booking and Hotel booking for company director and employees.
- Arrange travel accommodations and process expense forms for employees.
- Maintaining Stock Registers (First aid, Stationery, Daily Consumables, etc.)

Internship

Human Resource (HR)

July 2021 - Jan 2022

Aashman Foundation

- Recruitment
- Management Information System (MIS)
- Process Partner (PPs)

Education

Master of Business Administration

Aug 2020 - May 2022

ABES Business School

- P.G with 7.36 CGPA.
- Completed MBA in Human Resource and Operation Management

B.Tech

Aug 2016 - Aug 2020

Accurate Institute of Management and Technology

- Graduated with a 7.78 CGPA.
- Specialized in Mechanical Engineering.

Skills

- Proficient in Microsoft Excel, Powerpoint, Word.
- Proficient in G-Suite (Google docs, Sheets, Calenda and Form)
- Time Management
- Canva
- Adobe Photoshop
- Lightroom