

Anshita Shrivastava

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📍 Bengaluru, India

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SKILLS

Human Resources	● ● ● ● ●
Talent Management	● ● ● ● ●
Talent Acquisition	● ● ● ● ●
Sourcing	● ● ● ● ●
Screening	● ● ● ● ●
Communication	● ● ● ● ●
Recruiting	● ● ● ● ●
HR policies	● ● ● ● ●
Payroll Management	● ● ● ● ●
Onboarding	● ● ● ● ●
Interviewing Techniques	● ● ● ● ●

LANGUAGES

English	● ● ● ● ●
Hindi	● ● ● ● ●

PROFILE

Results-driven HR professional with 1 year of experience in recruiting, talent acquisition, screening, talent management. Proven track record of implementing effective hiring strategies, fostering a positive workplace culture, and optimizing HR processes. Seeking to leverage my expertise to drive HR excellence and contribute to organization's growth and success.

PROFESSIONAL EXPERIENCE

Digital Dhabha, HR Associate

May 2023 – August 2023 | Bengaluru

- Responsible for screening and interviewing candidates for different profiles.
- Involved in payroll management.
- Responsible for onboarding of candidates.
- Responsible for framing HR policies.

Collabera, Talent Acquisition Specialist

March 2022 – June 2022 | Vadodra

- Involved in activities like conducting initial interviews.
- Documentation of suitable candidates.

Bandhan Bank, Customer Relationship Officer

February 2019 – September 2019 | Katni

- Worked with Operation and Sales Team.

EDUCATION

Master of Social Work, Rani Durgavati Vishwavidyalaya

2017 – 2019

- Secured Gold Medal.

Bachelor of Commerce, Rani Durgavati Vishwavidyalaya

2014 – 2017

CERTIFICATES

- Human Resources Foundations (LinkedIn Learning)
- Interviewing Techniques (LinkedIn Learning)
- Strategic Human Resource (LinkedIn Learning)
- Learning LinkedIn Recruiter (LinkedIn Learning)
- Diploma in Fine Arts