



Aneeta Gautam

About Me

I am an enthusiastic, reliable, self-motivated, dedicated, Organized and responsible hard-working person.

I am a mature team worker and adaptable to all challenging situations.

- I am able to work well both in a team environment as well as using my own initiative and also able to work under pressure and adhere to a strict deadline.

I am keen and willing to learn and develop new skills

My Contact

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📍 E-3/7 Vinay khand, Gomti Nagar,
Lucknow.

🌐 <https://www.linkedin.com/in/ane>

Hard Skill

- Documentation
- Data mining and analysis
- Business valuation

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- AKTU, Lucknow
Masters in Business Administration
Completed in 2020
- University of Lucknow
Bachelor of Science
Completed in 2018
- GGIC, Sitapur
Intermediate
Completed in 2015
- GGIC, Sitapur
High School
Completed in 2013

Professional Experience

**ONFY Innovations Pvt.Ltd. | Operation
Exucutive 08 July 2022 – November 2022**

Responsibilities:

- Communicating with upper management to develop strategic operations goals.
- Developing strategic long-range plans to achieve strategic objectives.
- Monitoring the operational performance of both internal and external service providers.
- Monitoring performance metrics.
- Receiving and responding to approvals and notifications.

**Trove Consulting Pvt. Ltd | HR
Recruiter 10 February 2022 – 14 May
2022**

Responsibilities:

- Partnering with hiring managers to determine staffing needs.
- Screening resumes.
- Performing phone interviews with candidates.
- Performing reference and background checks.
- Completing timely reports on employment activity.
- I used to Discuss with the candidates and introduce them to the right opportunities based on their skills and qualifications.
- Worked on websites like Naukri.com & Shine .com.

Highlighted skills

- Conflict resolution
- Excellent communication
- skills Troubleshooting
- Strong work ethic
- Great attention to detail

Cerfication

- I have completed digital training on selling skills using digital medium from ICICI Academy for skills, Lucknow