

# KUMARI ANJALI

## HUMAN RESOURCE



### CONTACT

**Ph. No.:** +91 86178 81191  
**Email:** Anjali20k.kumari@gmail.com  
**Linkedin:** hranjalikumari  
**Location:** Nagpur

### EDUCATION

**MBA • HUMAN RESOURCES**  
Pune University (SBPPU) – 2019

**B.COM**  
Burdwan University (WB) - 2014

### KEY SKILLS

Onboarding  
Advising/Guiding  
Time Management  
Payroll Compliances  
Communication Skills  
Joining/Exit Formalities  
End-to-end Recruitment  
Proactivity & Multitasking  
Knowledge of HRIS & HRM  
REPAT/EXPAT Management

### INTERESTS

Yoga  
Travel  
Dancing  
Basketball

### SUMMARY

Experienced HR professional with 4 years of diverse experience in recruitment, HR shared services, Global Relocation, Employee Relations, Stakeholder Management and HR Operations. Adept in attracting and selecting top talent through strategic sourcing and candidate evaluation. Skilled in managing, educating, monitoring, training, problem-solving and to ensure that the company's HR policies are followed across all employees, executives and managers. Strong knowledge of industry best practices and a passion for creating impactful HR solutions.

### EXPERIENCE

**HR SHARED SERVICES REPRESENTATIVE**  
• AMDOCS PUNE (AUGUST 2020 - JULY 2023)

Seasoned HR professional with expertise in managing HR shared Services and HR Operations. Specialized in Global Relocation program and Onboarding process for APAC and CALA region. Managing payroll reports, data management, background screening, joining and exit formalities, internal mobility program, contract extension for APAC and CALA Region. Committed to delivering efficient and effective HR solutions/guidance to support organizational goals.

**TALENT ACQUISITION**  
• AMDOCS PUNE (JUNE 2019 - AUGUST 2020)

Experienced IT Recruitment professional specializing in end-to-end talent acquisition. Proven track record in sourcing, screening and selecting top-tier IT candidates. Skilled in conducting interviews, managing job posting and coordinating hiring processes. Strong understanding of Successfactor, Hiredscored, Hirst, Naukri Portal, LinkedIn and committed to find the best talent to meet organizational needs.

**IT RECRUITER**  
• SPES MANNING SOL. PUNE (JUNE 2018 - AUGUST 2018)

Interned as an IT Recruiter. Hired for various IT companies for various IT role. Skills learned: Screening, Sourcing, Job Posting and Interview scheduling. Made a dissertation on various portals (Naukri, LinkedIn, Facebook) used for hiring the talent.