



# ANISHU

## Human Recourse Specialist

I'm Anishu, Human Resource Specialist with **6 years** experience. I'm specialist in handling and managing day to day team operation with considerable experience to read trends



+91 8285155484



anishu.bholi@gmail.com



Y-298 A, Sec-12 Noida, 201301

## EDUCATION

### 2012-2014

Master of Business Administration  
Human Resource and Marketing  
Ist Div

### 2008-2011

B.S.C.  
Bio-technology  
Ist Div

### 2006-2008

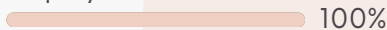
XII  
Physics, Chemistry, Bio  
IInd Div

### 2006

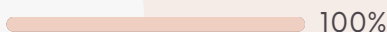
X  
Science  
IInd Div

## SKILL

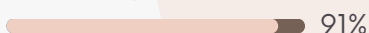
Employee Relations



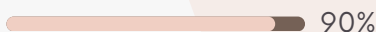
Onboarding



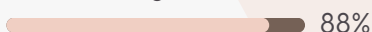
HR strategy creation & execution



Managing priorities



HRIS Management



## EXPERIENCE

### Bank of America (eteam Infoservices pvt ltd)

HR onboarding coordinator,  
27 July 2022- 7 May 2023

- Having experience in HR services with hands on experience of internal processes such as BGV , Onboarding, BGV Report audit
- Ensuring all pre-employment process and forms are completed accurately
- BGV initiation and follow up for closure of activities pertaining to BGV
- Responsible for ensuring accurate maintenance of employees details in tracker and portal
- Coordinating for documentation on timely basis before BGV initiation and joining
- Responsible to audit BGV report and action accordingly
- Data maintenance in RRT and BGV tracker and rapid

## EXPERIENCE

**I ProcessServices India Pvt. Limited (Captive Unit-ICICI Bank)**  
Senior Executive / HR co-ordinator 04 June 2017- 08 Feb 2021

- Organizing various recruitment drives, Handling walk-ins, creating candidate pool from references and consultants.
- Interview Coordination, feedback tracker
- Conducting documentation of the selected candidates as per SOP
- Interface with clients and delivery of recruitment numbers with quality & TAT.
- Maintaining and publishing various trackers & MIS reports, review with management / client
- Offer letter generation (System generated / Manual)
- Coordinating with concerned managers for joining confirmation of the candidates
- Managing joining attrition.
- Data entry of new candidate details in software- HRMS
- Conducting background verification of candidates
- Employee code generation with accuracy within TAT
- ESIC generation and queries
- Employee query handling related to various aspects

**Onicra Credit Information Company Ltd . NOIDA**  
Executive- EBS Dept 04 May 2015- 07 Sep 2016

- Handling pan-India and international background screening/verification operations, which include all operations areas of delivery responsible for all aspects of background screening.
- Ensuring the completion of all work on and before the turnaround time along with client satisfaction as per all Service level agreement.
- Consolidated daily productivity in MIS.
- Maintain relationship with Companies H.R. for getting revert from them within TAT.

## SUMMER INTERNSHIP

**Hindustan Coca-Cola Beverages Pvt. Ltd**  
Trainee, June 2013 to August 2013

### Description

To know what is Employee's Satisfaction

### Learning

What are the activities conducted to satisfy an employee  
A satisfied employee performs high.

## HOBBIES

Listening to Music  
Singing

Trained kathak Dancer  
Internet surfing

## DECLARATION

I hereby declared that the above given information is true and correct as per my knowledge.

Date-  
Place

**ANISHU**