

ANUBHA VERMA

Email: - [Anubhaverma62@gmail.com](mailto:Anubhaverma62@gmail.com)

Contact no: - 8755822218

**CAREER OBJECTIVE:-**

To be an integral part of a growth oriented organization and work in a challenging and dynamic environment. To contribute to the development of the organization which I represent and serve while concurrently upgrading my skills and knowledge.

**SKILLS:-**

* Excellent work ethics
* Excellent interpersonal skills and demeanor
* Real time problem solving skills
* Strong organizational and ability to multitask
* Proficient use of Microsoft application
* People – oriented

**WORK HISTORY:-**

**Internship with an NGO (LITTLE UMBRELLA FOUNDATION)**

* LUF is a foundation for child abuse and child illiteracy
* Director :- Mrs. Prity Banerjee

**Role responsibility:-**

* Handled their accounts and donations
* Organized an event for the illiterate children
* Planned strategies and implemented the organization’s services and projects
* Helped in building a good name in the society by advertising and making people aware of the foundation.

**Summer Internship in DIT University (Dehradun)**

A well-known institute for management studies as well as engineering studies.

**Role responsibility:-**

* Worked under the HR department
* Handled interviews
* Managed documentations
* Took part in University’s orientation program
* Given the opportunity to take up individual interviews

**OTHER:-**

* Did major and minor projects in my graduation as well as post- graduation.
* I have done research study in my post-graduation on the topic: - The Relationship between Job Performance and Well Being At Work.
* Survey study and primary data collection.

**EDUCATION:-**

* Secondary School from THE ARYAN SCHOOL, Dehradun (75%)
* Senior Secondary School from Jaswant Modern Sr.Secondary School (78.9%)
* BBA: - Bachelors in Business Administration from IMS Unison University, Dehradun (7.05 pointers)
* MA OP: - Masters in Organizational Psychology from Amity University, Noida (7.63 pointers)