



HUMAN RESOURCE

ANSHIKA TRIVEDI

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem solving skills. Had and would work in future as well with sincerely and dedication towards company's goal.

CONTACT

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 Navi Mumbai

EDUCATION

MBA (HRM)

NMIMS
2022-2024

MA (ECONOMICS)

CSJM University
2018 - 2021

B.COM

CSJM University
2014 - 2017

SKILLS

- Recruitment
- Communication
- HRM knowledge
- Operational Processes
- Management Skills
- Leadership
- Problem solving
- Advance Excel
- MS Office

INTERSHIPS

HUMAN RESOURCE INTERN

Ernst & Young

(DEC 2022 - MAR 2023)

- Maintenance of tracker sheets.
- Responsible for sourcing, screening, and shortlisting.
- Conducted recruitment/Details verification for Senior and Junior-level positions.

HRBP INTERN

Shoppeal Tech

(JAN 2023 - MAR 2023)

- Worked on HR Policies.
- Offer drop calls/Termination Calls/On-hold calls and Employee engagement activity.
- Sending Internship Completion/Termination Mail/Engagement Mail.
- Improvements forms, and feedback management.
- Reward Ceremony - Made PPT, Nominees Template, Certificates, Games, etc.

HUMAN RESOURCE INTERN

KMAC Talent Management

(JUN 2022 - JUL 2022)

- Worked on LinkedIn/Internshala to hire Interns/BDE/BDM.
- Head hunting, Screening & Shortlisting suitable candidates.

CERTIFICATIONS

- HRM
- GOOGLE - The Fundamentals Of Digital Marketing

PUBLICATION

WAKEEL SAHAB PRO – MAR 2022

- Secured position in the top 10 at the 4th National Level Article Writing Competition.

TOPIC - *Comparative Study of GST Management in India and Other Countries*

(<https://www.vakeelsahabpro.com/2022/03/comparative-study-of-gst-management-in.html?m=1>)

HUMAN RESOURCE INTERN

Ifortis Worldwide

(MAR 2022 - APR 2022)

- Worked on Internshala, and LinkedIn for hire interns. (Marketing and Sales/Corporate Ambassador)
- Take interviews & manage a team of 18 people.
- Maintaining rapport and preparing a database.

EXPERIENCE

PRE SALES ASSOCIATE

BYJU'S

(JUN 2021 - JAN 2022)

- Provided the curriculum, pattern, and details about the courses and their productivity to the customers.
- Consulted with parents and arrange for meetings with the BDAs in a particular time slot.
- Worked as an intermediary between the parents and BDAs.
- Making minutes of the meeting after discussion with the BDAs.
- Kept and monitored the pathway of every sale held over sessions scheduled by me.

CUSTOMER RELATIONSHIP ASSOCIATE

Big Bazaar

(OCT 2017 - NOV 2018)

- Take ownership of customer issues.
- Keep a record of every exchange & return item.
- Hands-on experience in CRM Software, SAP, Excel, and MIS.
- Ensure customer satisfaction and provide professional customer support.
- Acknowledging and resolving customer complaints through mails & calls.
- Keeping records of customer interactions, transactions, comments, and complaints.