



Anusha Saleem

Human Resources



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OBJECTIVE

To obtain a job position where I can gather valuable knowledge and experience under the domain of Human Resource Management.

WORK EXPERIENCE

INNOVACER

JULY 2021 - OCTOBER 2021

(3 MONTHS)

CODING NINJAS

MARCH 2021 - APRIL 2021

(2 MONTHS)

HOLY FAMILY HOSPITAL

OCT 2020 - NOV 2020

(1.5 MONTHS)

INDIAN ROAD SAFETY CAMPAIGN

FEB 2020 - MARCH 2020

(1.5 MONTHS)

ONE GRADE BUILDERS

AUG 2020 - OCT 2020

(2 MONTHS)

TREKMONK

AUG 2018 - NOV 2018

(3 MONTHS)

EDUCATION

JAMIA MILLIA ISLAMIA
UNIVERSITY

DELHI UNIVERSITY
(KAMALA NEHRU COLLEGE)

CERTIFICATIONS

PEOPLE EXPERIENCE INTERN

- People Operations Tasks - Background Verification
- Data Management and Consolidation

PLACEMENT MANAGEMENT INTERN

- Data Collection and Organizational Research
- Preparing Job Descriptions in the company's backend

HR INTERN

- Organized and coordinated interviews for positions like SR Surgeon, staff nurses, lab technicians
- Data collection of hospital staff for COVID-19 vaccination process by Delhi State Health Mission
- Assisting in the probationary review process of nurses and paramedical staff

HR INTERN

- In-charge of the end-to-end recruitment process and handling the company's job portals
- Conducted telephonic and in-person interviews for technical and non-technical roles
- Conducted placement interviews of journalism and marketing graduates

CONTENT WRITING INTERN

- Market research, keyword research, and generating new content ideas
- Searching and generating keywords and researching competitors

CONTENT MARKETING INTERN

- Developing travel blogs for the website and increase brand visibility
- Updating and editing products on the eCommerce portal

M.A. HUMAN RESOURCE MANAGEMENT

2019-2021

B.A. PSYCHOLOGY (HONS)

2015-2018

- People Analytics (Wharton School)
- Introduction to Data Analytics (IBM)
- Six Sigma Yellow Belt (VMedu Inc.)
- Six Sigma White Belt (The Council for Six Sigma Certification)
- Prevention of Sexual Harassment and Abuse of Authority (UNICEF)
- Content Marketing (Hubspot Academy)

AWARDS AND ACTIVITIES

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- Attended HR Symposia 2019 organized by Delhi School of Economics on the topic "HR for the Boardroom: Power and Possibilities"
 - Attended Industry Interface on Post Covid Disruptions & Talent Management: A Human Resource Perspective organized by Department of Social Work, JMI
 - Secured 1st rank in 11th and 12th grade
 - Volunteered in the social media campaign for NASSCOM Foundation
 - Freelance writer for 2 years

TOOLS AND SKILLS

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- MS Office, Apache OpenOffice
 - Data Handling and Analysis in SPSS, MS Excel
 - Using Collaboration and HR Tools (Trello, Slack, Zoho, Rippling)
 - Adaptability and teamwork skills
 - Detail-oriented and creative problem-solver

ADDITIONAL INFORMATION

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- Blog: anushasaleem.medium.com
 - Languages: English, Hindi, Urdu, Basic French