

# Anjali Rathi

Trilokpuri, Delhi 110091

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.I wish to undertake a challenging career, which would give me an opportunity to grow as an individual and acquire the knowledge & ability contributes to the success of the organization.

## Work Experience

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### **Sr.HR Executive**

SAPster IT Consulting India Private Limited - Delhi, Delhi

July 2017 to Present

Job Responsibilities (HR - Executive)

- Responsible for strong work planning and execution.
- Understanding requirement from the Recruiting manager and making strategies to fulfill them. This includes planning for day to day interviews and/or walk-ins etc
- Sourcing the suitable and effective Candidates for the Permanent Requirements and Contractual Requirements.
- Preparing and maintaining MIS Reports on a daily basis
- Releasing Offer Letter
- Maintaining documents of the Employees.
- Doing all the Joining Formalities
- Personnel Data Management
- Joining and Induction
- Handling Separation/ Exit Formalities Process
- Handling Employee Grievances
- Managing the employee engagement activities
- Attendance
- Payroll

Pervious Profile.

### **H.R Recruiter**

TGS Private Limited - Delhi, Delhi

April 2017 to June 2017

Roles & Responsibilities: (HR - Recruiter)

- Handling end-to-end recruitment.
- Understanding client requirement and work accordingly.
- Sourcing and Short-listing Profiles from different Job portal like Naukri.com.
- Telephonic Screening of the profiles checking for Stability etc.
- Conducting preliminary interviews as specified by client.
- Scheduling of Interviews of the candidates in close co-ordination with client HR.
- Ensuring proper co-ordination between Clients and Candidates
- Maintaining and developing candidate database and trackers.

- Follow-up with candidates for Post Employment Reference Checks, Notice Period Negotiations, etc till joining.

## Education

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### **Master's**

## Skills / IT Skills

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- recruitment
- Payroll
- compliances
- End to End Recruitment