**CURRICULAM VITAE**

H.No- 2134, PARVATIYA COLONY NIT FARIDABAD, Haryana

Mob:- 8285658512, 9711626476

***Email:*** [anjnasharma28sep@gmail.com](mailto:anjnasharma28sep@gmail.com)

**ANJNA SHARMA**

**Career Objectives**

* To work in an organization that has a highly dedicated & professional environment and to enhance my career.

**Professional Qualification:-**

* **MCA** from DAYANAND COLLEGE (MDU) with 72% marks.
* Graduation **BCA** from MD University, Rohtak in 2011 with 71% marks.

**Academic Qualification:-**

* **12th** from Faridabad (HBSE) Non-Medical.
* **10th** from Faridabad (HBSE)

**Work Experience:**

* Working with Excel Abrasive Pvt Ltd**.** as an **HR & admin** fromDec 2014 to till now

**Roles & Responsibilities**

**Job Responsibilities**:

* Office maintenance.
* Taking care of leave application and attendance record and salary record.
* Schedule Planning
* P. O making as per own company required
* Time & Attendance Tracker
* Training coordination.
* Maintenance of Employee files.
* Payments Entry on tally ERP 9 &Software.
* Customer support and dealing.
* Can work efficiently in a group as well as an individual
* Coordinating with all branch offices located in different states.

**Employee Relation:-**

* Performance appraisal.
* Make Salary sheet, Attendance sheet on excel sheet.
* MIS Report.

**Work Experience:**

Worked for 2 **year** with **Usha Management Consultant**, Faridabad as an  **Executive- HR Recruitment** from2012 to 2014

**Job Responsibilities**:

* Recruitment
* Recruitment and Selection
* Interview Session
* Co-ordination with HR managers and Managing director of company.
* Scheduling interviews and Conduct the first round of interviews

**Operations:-**

* Generation of Recruitment Reports.
* Updating and Maintenance of recruitment data and Employee data.
* Preparing the Offer Letters, Confirmation Letters, Salary Slips
* Handling the, Internet and e-mail messages.

**Software Proficiency:-**

* Operating System: Windows-XP/MS-DOS.
* Other tools: MS-Office (Word, Excel and Power Point)
* Tally, Erp9
* Basics of C,C++, HTML, XML

**Awards & Achievements:-**

* **Participated** in **Cultural program from Haridwar based** organised by School in Faridabad.

**Strength:**

* Result oriented approach
* Self motivation
* Hard work
* Team work
* Determination

**Hobbies & Interest:**

* Listening to Music
* Surfing Internet.

**Personal information**

Gender : Female

Date of Birth : 28-09-1990

Nationality : Indian

Languages Known : English, Hindi

Salary Expected : Negotiable

I hereby declare that the above furnished information is true to the best of my knowledge.

**Place:**

**Date:**  **(ANJNA SHARMA)**