

ANJALI RANA

Contact-

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Skills & Proficiencies

- MS-Excel
- Communication
- PDCA Training Programme
- Leadership & Teamworking Skills
- Professional Management Skills
 - Meeting Objective
 - Identifying Problems
 - Promoting Solutions

Executive Summary -

Seeking a challenging career in Human Resource with a progressive organization that will utilize my skills, abilities, & education in management while contributing to the organization's development.

Education-

Bachelor of Business Administration -

Institute of management and studies, noida 07/2019 - 06/2022

12th Standard -

Uttarakhand public school
04/2018 - 03/2019 (80%)

10th Standard-

Uttarakhand public school
04/2016 - 03/2017 (7.4CGPA)

Experiences-

Tophawks | MARCH 2022 - PRESENT

HUMAN RESOURCE-

- Tophawks hire the candidate for BYJU'S.
- Candidate screening process.
- Taking interviews on behalf of the company.
- Scheduling a final round interview with Byju's HR.
- Provide training to new join interns in the team.
- Make a report daily regarding interviews taken & selection.

Certification and Achievements

- MS-EXCEL
- Participated and did well in various quiz competitions
- Olympiads at school and college levels.
- Participated in various debate competitions.

BOI SERVICES | DEC 2021 - FEB 2022

HUMAN RESOURCE-

- Manage day-to-day admin operations.
- Recruit the employees- with fresher, work experience for their respected posts.
- Taking interviews on daily basis, according to the heads of the company.

GREEN BHUMI | SEPT 2021 - Oct 2021

HUMAN RESOURCES INTERN-

- Managed the online job platform.
- Recruit employees from the online platform.
- Taking interviews on behalf company.
- Assign work to them, tell by the heads of the company.