Anchal Verma

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Career Summary

To continue my career with an organization that will utilize my technical, supervision and administrative skills to benefit mutual growth and success.

Ministry of Ayush (From Feb 2021 to till now)

Designation: Young Professional

Job Functionalities:

1. Assist in organising meetings according to the given agenda and communicate with the participants and follow up.
2. Coordination and technical support of meetings of the Secretary, Ministry of Ayush at the inter-ministerial level, departmental level, Advisory Committee meetings.
3. Compose emails, prepare DFA and draft talking points as required.
4. Coordinate administrative activities between divisions.
5. Diagnose and troubleshoot technical issues.
6. Conduct research as requested using Internet and other resources.
7. Manages social media accounts of Secretary, Ministry of Ayush on a regular basis.
8. Maintain task manager. Compile and maintain information pertained to various divisions of the ministry, autonomous bodies, and at the Inter-ministerial level.
9. To expedite disposal of work regular follow up with different divisions in ministry for given task.

Power Grid Cooperation India Limited (Apprentice from September 2020 to Feb 2021)

Designation: Executive HR.

Job Functionalities:

- Help HR Unit in maintain documents of Employees.
- Understand the process of house building advance and conveyance advance.
- Compiling the all data of CSR i.e., corporate social responsibility and empanelment of hospital.

KEY ACHIEVMENTS:

- Got Qualified for Assistant Professor in CBSE-UGC NET- July 2018 in Management.
- Got Qualified for Assistant Professor in UGC NET- June 2019 in Labour Welfare personnel management industrial.
- Got Qualified for Assistant Professor in UGC NET 2021in Labour Welfare personnel management industrial.

TRAINING:

Full stack developer training is in progress on Geeks for Geeks platform. The frond end part is completed.

IT SKILLS:

- Basics : MS Office (Word, Excel, PowerPoint)
- Environment : Windows (98, XP, VISTA,7,8,8.1,10)
- Web Related : HTML, CSS, Git, Javascript, React
- Software Languages : Basics of Java language

EDUCATION:

- M.B.A (HR & Finance) from KCC Institute of Management from Greater Noida (U.P.) with 8.1 CGPA in 2018.
- Passed B. Tech from Graphic Era University, Dehradun (U.K.) with 8.3 CGPA in 2016.
- Passed 12th from Modern Era Public School, Bijnor (U.P.) with 64.2 % in 2012.
- Passed 10th from GVIC, Noorpur (U. P.) with 78.5 % in 2010.

PERSONAL DETAILS:

Name : Anchal Verma
Date of birth : 03/10/1995
Sex : Female
Father's Name : Manoj Kumar Verma
Marital Status : Single
Nationality : Indian
Languages known : Hindi, English

Place: New Delhi

Date: 17/08/2022 **Anchal Verma**