

CURRICULAM VITAE

Divya Anand

**Bcc -711Shakti Apartment Near Saraswati Dental College
Faizabad Road Lucknow**

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CARRIER OBJECTIVE

- To work as a reliable individual with highly skilled and professionally managed progressive organization where I can learn as well as contribute to the growth of my organization.

PROFESSIONAL EXPERIENCE

- Presently Working with Shri Ram Swaroop Memorial University as a Assistant Officer from Nov 2019 till date.
- Worked with Hariom Media Services Pvt Ltd as a Assistant Manager (HR and Administration) from Jan 2019 to May 2019.
- Worked with Karvy Data Management Services Ltd as a Sr. HR Executive from (Sep 2016 to Dec 2017)
- Worked with SamInfratechPvt Ltd as a HR Executive from (Dec 2010 to Dec 2013)

Roles & Responsibilities

Process before Interview

Handling entire Recruitment process

- Collecting the CVs from email & other resources.(through job portals , Naukri.com, LinkedIn , advertisement in newspaper and through other resources.
- Screening of CVs as per the UGC/University guidelines.
- Put up Screened CVs for Final Screening. Prepare a list of the screened Cvs.
- Screened CVs to be send to respective Department/Faculty to identify the CV for interview.Request the Dean/Director to nominate the Interview Committee Members & Date/Time of Interview on a prescribed format.
- To inform the identified candidates through mail/phone regarding Interview.
- To Prepare the Summary of identified candidates, Interview Committee Notice, Assessment sheet.
- To Coordinate the Interview on interview date (i.e. booking of conference room, attendance of candidates, ensuring the presence of Committee Members etc.)

Roles & Responsibilities

Process after Interview

- Compilation of Assessment Sheet & Preparation Noting Sheet
- Approval from Competent Authority.
- LOI & Appointment Letter preparation
- Preparation of Personal Files
- Follow-up with the selected candidates for joining
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- Joining formalities- Checking & collection of all documents i.e. Education/Experience certificates of the candidate, Hostel arrangement if required, Orientation, etc.
- Sending dully filled up PF form of Non-teaching staff to Accounts Office (Mr. Dinesh Upadhayay).
- Creating HRMS & Campus ID & Entering employee details on ERP.
- Maintenance Probation Review Form
- Preparation of noting sheet for FDPs, Maintaining records and Follow up action for the same.
- Checking TA/DA bills
- Maintenance of All Personal files
- Sourcing of CV through Naukri Portal, official website of University, Data bank etc.
- Regularization of Adhoc/Temporary/Visiting Faculty Members
- Processing manual salary (Visiting Faculty/Guest lecturer)
- Preparation of monthly report of Mis-punch, late punch & Salary adjustment applications
- Preparation of Noting for Benefit of Benevolent Fund
- Preparation of Joining Report
- Formalities related with Full & Final settlement
- Compilation of Orientation Feedback
- Execution and follow-up process of E-Performance Appraisal through HRMS)
- Handling of incoming phone calls regarding job.
- Any other job/ work assigned from time to time
- Employee Engagement (organising cultural activities & festivals)
- Preparing full and final settlement of Employees

EDUCATIONAL QUALIFICATION

- Pursuing LLB(6th sem) from St.Mother Teresa Law College Lucknow
- M.B.A (Marketing & HR) from United Institute of Management, Allahabad in year 2010.
- B.B.A (HR) from RaniDurgavati University, Jabalpur in year 2008.
- Post Graduate Diploma in Hotel Management from Management Studies Promotion Institute from Delhi in year 2011.
- Completed Intermediate from C.B.S.E Board (Commerce) in year 2005.
- Completed High School from C.B.S.E Board in year 2003.

COMPUTER PROFICIENCY

- MS Office

KEY STRENGTH

Deterministic ,goal oriented ,innovative thinking and problem solving approach.Try to work hard efficiently by using all my potentialities, capabilities and communication along with the intern personal skills and listening power.

PROFESSIONAL TRAININGS

- Certified in Training and Development with HR activity from Hindalco, Aditya Birla Group, Renusagar.
- Certified in Golden Peacock National Training Award with HR activity from Hindalco, Aditya Birla Group, Renusagar.

ACHIEVEMENTS

- A State level dancer, selected in "Boogie Woogie".
- An NSS Cadet& selected for National Parade at Delhi on 15th August.

PERSONAL PROFILE

Name	Divya Anand
Father's Name	Mr. R.K Anand
Occupation	Service in Hindalco Industries Ltd
Date of Birth	22 nd December, 1987

DECLARATION

I am confident of my ability to work in any organization. I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

(DIVYA ANAND)