

# ANJALI TIWARI

## HR & ADMIN EXECUTIVE

### PROFESSIONALS KILLS

MS Office  
Letter Drafting  
Communication skills  
Written Skills  
Collaborative nature  
Team coordination  
Able to work under Tight  
Guidelines  
Proactivity  
Analytically driven &  
Oriented  
Problem Solving  
Decision Making Skill  
Negotiate with Peoples

### PERSONAL SKILLS

Creative spirit  
Honest  
Time management  
Team player  
Fast learner  
Self Motivated  
Multitasking Skill  
Confident  
Moral & Ethics  
Accept the Challenge's

### CONTACT

+91 7985291861  
anjaliwari8956@gmail.com

### HOME ADDRESS

II – 159/B Rest Camp Colony  
Charbagh, Lucknow – 226004  
Uttar Pradesh  
INDIA.

### PROFILE

Career minded HR Administrator seeking position with reputable organization in which my training can help improve the development of the organization. Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas.

### EXPERIENCE

#### HR & ADMIN EXECUTIVE

POUSNY FMCG LIMITED | AUGUST 2019 – Till

- Maintaining employee records like Attendance register, & Leave Record
- Maintaining physical and digital personnel records like employment contracts
- Update internal databases with new hire information
- Prepare reports and presentations on HR-related metrics like total number of hires by department
- Letter Drafting & Email Draft, Answer Calls, Support to Other Departments
- Maintaining Vendor record and payments for support accounts team

#### HR & ADMIN EXECUTIVE

C-Core India Techno solutions Private limited | Apr 2018 - Sep 2018

- Maintained and organized numerous office files
- Constantly updated the company's contact and mailing lists Maintained Employee Attendance
- Letter Drafting & Email Draft
- Various Work Which Deputed by HR Head & other Officials
- Conduct Interview
- Made calls to Vendor and Customer for better Accountability

### EDUCATION

MATER OF BUSINESS ADMINISTRATION in HUMAN RESOURCE  
Integral University | 2019

BACHELOR OF BUSINESS ADMINISTRATION  
Lucknow University | 2017

INTERMEDIATE  
St. Anthony Public School | CBSE Board | 2014

HIGH SCHOOL  
St. Anthony Public School | CBSE Board | 2012