

ANITA PANDEY

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Professional Synopsis:

Seeking employment in Human Resource Management with an organization where I can utilize my skills and knowledge to grow and expand with the company. Self-starter and a quick learner while creating a team-driven environment for development and growth.

Current Roles & Responsibilities

HR Operations-Executive, "I Can Care (October 2020- December 2021)"

Major Responsibilities Handled: *To manage Operations, HR Mgmt.*

- Assisted human resources director with identification of human resource issues and needs.
- Completed employee recruitment efforts and assisted with applicant screening and interviews.
- Conducted new employee background checks.
- Drafted letters and submitted reports.
- Analysing organizational needs and made recommendations.
- Provide daily support to Learning & Development team's operations
- Manage relationship with external providers
- Also Organizing workshops, events, welfare programs, conferences.
- Worked closely with management to determine staffing requirements, identified and recommended potential candidates for both facilities.
- Counselling employees on performance to improve quality of service and efficiency.
- Support in the handling of the employees' payment.

Professional Experiences

- Worked with "I Can Care" Organization for 1.2 years in HR Domain from October 2020- December 2021.
- Worked Online with 'Educare' (Personality Development & Training Academy with a Pan India reach), Allahabad as Faculty – Computer Application for 1 Year.
- Worked with Ryan International School, Gurgaon as a School Administrator from April 2011-November 2012.
- Prior Experience with "MCA Literary & Science Society (Institute dedicated in imparting Technical Training and Professional Degree in IT field), Allahabad as Junior Faculty –Computer application for 1 Year.

Role & Responsibilities Handled

- Interviewed team members and leadership; observed team meetings, created team building exercises and mandatory training
- Worked closely with management to determine staffing requirements, identified and recommended potential candidates for both facilities.
- Counselling employees on performance to improve quality of service and efficiency.
- Support in the handling of the employees' payment.
- Conducting research about best practices and current salaries on the respective market.
- Assistance in the employee evaluation and processing of employees' issues.
- Maintaining a healthy communication system towards the employees.

Core Competencies

- Microsoft Office (Word, Power point, Excel, Outlook)
- Workday, Learning Management Software (LMS)

Academic Qualification

- 2010- MCA from Sikkim Manipal University
- 2008- PGDCA from Allahabad University
- 2007- BCom from Allahabad University
- 2004- Intermediate from Maharishi Patanjali Vidya Mandir Allahabad (CBSE Board).
- 2002- High School from Maharishi Patanjali Vidya Mandir Allahabad (CBSE Board).

Personal Dossier

Date of Birth:	26th January 1986
Husband's Name:	Mr. Ravish Pandey
Nationality:	Indian
Marital status:	Married
Languages Known:	English, Hindi

Declaration:

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

Anita Pandey

Place : Noida