



aanchal1014@gmail.com



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Dr. B. N. Verma Road
Aminabad Lucknow

INTERESTS



Chess



Travelling



Listening Music



Reading
Books

LANGUAGE KNOWN

ENGLISH



HINDI



STRENGTHS

Good Communication Skills



Focused to work



Hardworking



Self confident



Punctual



Aanchal Mehrotra

HR & Administration

Innovative, task-driven professional with 1.5 years of experience in customer relation executive and retention across diverse industries. Equipped with a record of consistently identifying and providing the customer satisfaction and needs of companies through co-ordinating and supporting skills proficient in developing interacting skills, creating user interfaces, simple/complex issues and implementing new features based on user feedback.

WORK EXPERIENCE

HR Assistant Manager

BBSS NGO

03/2022 – Till Present

Gomtinagar Extension, Lucknow

- Posting jobs on job portals like Indeed, Hirect, Work India and short listing the candidates.
- Screening the resumes and taking all round of interview.
- Offering the salary package and negotiating with the salary.
- Issuing the offer letter and sending the job description to the candidates.
- Training and follow-up with the candidates.
- Making the salaries of the candidates, updating leaves, absence and paid leaves.
- Sending feedbacks of the candidates on daily basis to Secretary.

HR & Administration Manager

M.V.Enterprises

03/2021 – 01/2022

Nishatganj, Lucknow

- Recruiting and selection of the candidates. Taking telephonic and face to face round of interview.
- Posting Jobs on Job Portals like workex, workindia, quicker etc.
- Making salaries of the employees and other staff.
- Updating leaves, absent and other casual leaves. Understating grievances of the employees and sorting those grievances.
- Payroll management, managing all the staff employees and supervision of the work.
- Handling all administration work and reporting to managing director.

PERSONAL PROFILE

Father's Name : R. K Mehrotra

Date of Birth : 14th August 1990

Marital Status : Single

Nationality : Indian

Admission Counsellor Head

New York Medical University

11/2020 – 02/2021

Hazratganj, Lucknow

- Contacting the medical students asking if they qualified NEET exam so they can take admission in our university.
- Sending brochures and all details to students or their parents telling them about the last date of admission and registration procedure.
- Scheduling appointment with our admission head in Lucknow Corporate Office

Assistant H.R & Recruitment Manager

T.S.G Services Pvt. Ltd.

02/2020 – 06/2020

Aliganj, Lucknow

- Posting jobs on Job portals like Workex, Olx & other job portals.
- By providing shortlisted candidates data by H.R Head contacting those candidates.
- Taking telephonic Interview of shortlisted candidates.
- According to their qualification and experience telling them about their position in organization.
- Scheduling face to face round of interview with HR head.
- Sending message of documents what candidate have to carry for face to face round of interview.
- Maintaining organizational relationship, code of conduct and discipline.

Administration Assistant

MBD Group

01/2015 – 06/2015

Dr. B. N. Verma Road, Lucknow

- Updating leave, absence and vacation on register of the employees.
- Assisting Zonal Sales Manager for organization related work.
- Co-ordinating with senior staff and departments.
- Taking records of the books and transferring the calls of all over India company branches to different departments.
- Manage the department's telephone centre and address queries accordingly.

Customer Relationship Executive

Apex (Vodafone)

03/2011 – 06/2012

Hazratganj, Lucknow

- Interacting with post-paid subscribers of Vodafone and resolving their issues like billing issues, network issues etc.
- Co-ordinating with senior staff and supportive of senior staff.
- Telling subscriber all services, plans and benefits of company.

COURSES AND TRAINING

- MS OFFICE Suite from UPTECH Lucknow
- IRDA Qualified.

EDUCATION

Bachelor of Commerce

University of Lucknow

06/2007 – 05/2010

Percentage – 51%

Senior Secondary School

N.S.N P.G. College

06/2005 – 05/2007

Percentage – 62%

Secondary School

Yashoda Rastogi Girls Inter College

06/2004 – 05-2005

Percentage – 51%

Date

Aanchal Mehrotra

Place