

**Ms. Ananya Srivastava**  
**Phone:91+8953285441**  
**E-Mail: srivastavaananya1966@gmail.com**

Looking for job in **HR Generalist Operations / Recruitment & TalentAcquisition/ Corporate Training & Outsourcing of Payroll Auditing and Policy Implementation for Clients** with an organization

### PROFILE SUMMARY

- A goal-oriented professional (**HR Generalist Operations / Recruitment & TalentAcquisition/ CorporateTraining/ Payroll Auditing and Policy Implementation**).
- Proficient in identifying training needs across levels through mapping of skills required for particular positions and analysis of existing level of competencies.
- An effective communicator with excellent decision-making, planning and people management skills.

### KEY SKILLS

<i>~HR Generalist Operations</i>	<i>~Recruitment &amp; Resourcing</i>	<i>~Client Relationship Management</i>
<i>~Reporting &amp; Documentation</i>	<i>~Induction &amp; On-board Training</i>	<i>~Training &amp; Development</i>
<i>~Employee Welfare</i>	<i>~Team Management</i>	

### ORGANIZATIONAL EXPERIENCE

**Organisation: IDENTICAL BRAINS.**

**Duration: 27 july-till date .**

**Responsibilities:**

- To prepare data base of potential clients.
- To do calling and taking regular feedback.
- To do the regular market survey.
- To pitch the services of the company .
- To conduct meeting with the potential clients and get the deal sucessfully closed.

**Organisation- AU Small Finance Bank**

**Duration- 3.5 months**

**Responsibilities:**

- Handling cash .
- Solving customer query .
- Maintaining daiy journals.

**Organisation- Summer Internship at Decathlon Sports India.**

**Duration- 2 months**

**Responsibilities:**

- To interact with customers.
- To provide them with adequate product knowledge.

- To help customers choose the right product.
- To understand the importance of acquisition of new customers and retention of existing customers.

### **Accomplishments:**

- Customers were highly satisfied with my services at the store.
- Achieved all task and targets given by my manager.
- Was versatile and multi tasking during store responsibilities.

### **Organisation- Live Project at ITC.**

#### **Duration- 7 Days**

#### **Responsibility:**

- To follow up customers and solve their queries.
- Get feedback from the customers.
- Convincing customers to switch from other brands to ITC products.

## ACADEMIC DETAILS

Professional Qualification	Institute/School	Specialization	Board/Univ.
PGDM	SRMS IBS,Lucknow	HR / Marketing	AICTE
B.COM	Rama Dheen Singh Girl's Degree College,Lucknow	Commerce	Lucnow University
Educational Qualification	Institute/School	Specialization	Board/Univ.
12 <sup>th</sup>	Christ Church College Lucknow	Commerce	ISC
10 <sup>th</sup>	St.Joseph.Montessori.	Commerce	ICSE

## OTHER SKILLS

- ✓ Knowledge of BiD Marketing
- ✓ eCrm
- ✓ Knowledge of Microsoft Excel and Power Point

### **Certifications:**

- ✓ Course On Computer Concept From NIELIT
- ✓ Company Secretary (Foundation)

## PERSONAL DETAILS

- ✓ Date of Birth: 3 February 1997
- ✓ Father's Name: Arun Kumar
- ✓ Mother Name: Archana Srivastava
- ✓ Address: 441/125/6 Rastogi Nagar Balaganj Lucknow
- ✓ Languages Known: English and Hindi (Verbal and Written)
- ✓ Marital Status: Unmarried
- ✓ Hobbies: Travelling, Swimming, Singing