



ANUPRIYA

Human Resource Management

ABOUT ME

Dedicated and accomplished professional with six years' expertise in HR, Administration, and Customer Relations. Proven skills in meticulous record maintenance, effective communication, and adept recruitment. Excel in diverse administrative responsibilities.

EDUCATION

Bachelor of Design
B.T.E.U.P board 2014 - 2017

X
CBSE board 2010 - 2011

XII
U.P board 2018 - 2019

EXPERTISE

Digital Marketing
Ms. Word
Power Point
Task Management
Record Maintenance
Salary Making
Recruitment
Tenders Analysis
Presentation Preps

SKILLS

Communication
customer Service
Critical thinking
Networking
Adaptability
Leadership
Co-ordination
Managerial skills
Problem Solving

TRAINING & SESSIONS

Traction motor (LOCO) Kanpur

REFERENCES

Gunjan Dey
Trienviro - Human Resource
Phone: +91 79055 89509

WORK EXPERIENCE

Dec' 2022- Jun' 2023

TRISERV 360 BUSINESS SOLUTION (Kanpur)

HR & Admin Officer

- Letter drafting | Offer letter
- Salary making | E-mail marketing
- Social media handling | Recruiting
- Interview Taking | Interview conducting
- Working on Advance excel
- Proposal Drafting | Meeting Arrangements

Oct' 2020 - Dec' 2022

TRIENVIRO 360 BUSINESS SOLUTION (Kanpur)

Back Office Co-ordinator

- Pitching Clients | Data Management
- Staff Management | Office management
- Conduct Interviews | Letter drafting
- Proposal Drafting | Mailing
- Campaign run | Email marketing
- Data collections | Social media handling

Jul' 2019 - Jul' 2020

BEEAAR HYUNDAI(Lucknow)

SME (Service Department)

- Services follow up | Managing Complaints
- Data Management | Documents Filing

Jul' 2018 - Jul' 2019

STALLION HONDA (Lucknow)

CRE (Service Department)

- customer service follow up | Feedback regarding calls
- Data management | Diver allort

Mar' 2018 - Jun' 2018

EICHER (Lucknow)

CRE (Customer service)

- Tellecalling in sales departments | vehicle Insurance follow up

CONTACT DETAILS

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