

ANSHU PURWAR

E-Mail: anshupurwar3@gmail.com / Contact No.: +91 8010387850

Seeking assignments in Human Resource Management with an organization of repute.

OVERVIEW:

- A budding management professional, currently pursuing Post Graduate Program in Management (Human Resource Management) from IIPM, New Delhi.
- Exposure of four months as HR Executive with **Company 1**, New Delhi.

Key Responsibility:

- Sourcing profile, initial screening, scheduling interviews, preparation of offer letter & documentation of new joiner.
- To conduct a induction program for new joiner and responsible for his induction.
- To keep leave and attendance record of employee.
- Gained practical knowledge & understanding of HR practices & their documentation through various academic training & Projects.
- Ability to work under pressure and, Quick learner with positive attitude.
- A genuine interest in professional development and ability to adjust in any environment.

EDUCATION CREDENTIALS:

- Pursuing Post Graduate program in Management (Human Resource Management) from IIPM, New Delhi, (2010-2012), aggregate marks till date 69%.
- B.Sc.(Physics & Mathematics) from T.D.C. College, Auraiya, affiliated to Kanpur University(CH.S.J.M.) in 2009 with 56% marks.
- Higher Secondary Certificate(12th) from CH.V.S.B. Balika Inter College, Auraiya in 2005 with 72% marks.
- Secondary Certificate(10th) from CH.V.S.B. Balika Inter College, Auraiya in 2003 with 57% marks.

ORGANIZATIONAL EXPERIENCE:

November 2011 to April 2012 with **SFMC Manufacturing Co. Pvt. Ltd.** New Delhi as **HR Executive**.

SUMMER INTERNSHIP TRAINING:

Organization	Manglam Placement.
Position	Trainee
Tenure	21 st Feb 2011 to 21 st April 2011.
Project Title	Project on "Training and Development" in Manglam Placement.
Project Description	To study, analyze and evaluate Training and development practices imparted by Manglam Placements

IT SKILLS:

Proficient with MS Office, MS Excel & MS Power Point and using internet for research & official communication.

BEYOND CURRICULUM:

- Participated in many cultural activities & won prizes at school level.
- Selected as perfect & class representatives at School level.

PERSONAL DOSSIER:

Date of birth	06 Dec. 1988
Permanent Address	15, Vidhichand muhal Auraiya (U.P.)
Language	English & Hindi
Present Address	E-3/12 Malviya Nagar, New Delhi

Place: New Delhi

Anshu Purwar

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