



**ANSHU**

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**Summary**

**PG Dip.in Guidance & Counselling in 2011 from Panjab University**

Having **7 years** of work experience as HR professional with experience in Recruitment, Compensation and Labour Compliance and proficient in using job portals for sourcing the right candidate. Ability to maintain relationship with Candidates, Clients and career center contacts. Zeal to learn through opportunities and experiences and to perform the coming challenges with utmost sincerity.

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**Work Experience (7 Years)**

**Assistant Manager - HR NIIT Foundation from (July-22 till date)**

**Primary Duties & Responsibility**

- Processing payroll and checking/confirming salary register for payout.
- Responsible for smooth exit management and transitions.
- Coordinating with Managers for activities like Payroll & PF Team and Transfers.
- Managing the employee Insurance on monthly basis.
- Taking care of Full and Final settlement
- Taking care of onboarding on zoho (software)
- Managing all employees data
- Managing employee attrition
- Responsible for resolving queries raised on pulse software

**Senior Employment Screening Verification Specialist - Absolute People Screen from (Sept-19 till June -20)**

**Primary Duties & Responsibilities:**

- To attain verifications via phone / email / fax / post according to the predefined quality standards, service level and productivity targets on assigned cases.
- Obtaining verifications on Education Checks, Employment History Checks, Performance Feedback Checks, Reference / Cross Reference Checks, Criminal Record Checks, Drug Test, Address Checks, etc.
- Analyzing verifications received and quality check as per internal parameter. Updating internal MIS by the minute on all checks / cases.
- Achieving a low turnaround time for completing checks across all categories. Creating and maintaining healthy relationships with verification source contacts. Drafting screening reports and send the same to the client relations team for issuance to the client.

**Previous Experience**

ADM Agro Industries India Pvt Ltd - (Jun'16 – Sep'18)

People Strong, *Senior Payroll Executive* - (Dec'15 – Jun'16)

Xecute HR Pvt Ltd, *Executive Payroll* - (Apr'14 – Dec'15)

Mynd Solutions Pvt Ltd., *Executive Payroll* – (Nov'12 – Apr'14)

## Education

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PG Panjab University

Master in Dip.in Guidance & Counselling in 2011 from Psychology in 2011 from Panjab University.

Bachelor of Art (B.A) in 2006 from Kurukshetra University.

Master in Psychology in 2008 from Kurukshetra University.

## **Personal Details**

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DOB-17-May-85

Husband-Mr. Prashant

Misra

One Daughter -3 years old

Dated-

(Anshu)