## RESUME

**ANUSHA SINHA**,

H.No:12-7-134, Rainbow Vistas-I,

F.No: D-605,

Moosapet, **🖂:** anusha.sinha.sinha@gmail.com

Hyderabad-18.    ✆: 9100628313

**CAREER OBJECTIVE:**

To take up a challenging Human Resource role in a professionally managed Organization and to learn the nuances of modern Human Resource Management thereby building a strong foundation for pursuing my long term career goals.

**EDUCATIONAL QUALIFICATION:**

1. M.B.A (H.R) from **Osmania University, Hyderabad** – year 2019
2. B.com from **Osmania University, Hyderabad** - year 2012.
3. Senior Secondary School Examination in the year 2006.
4. S.S.C. in the year 2004.

**TECHNICAL SKILLS:**

1. Operating Systems : Windows 10,7, Xp.
2. Packages                       : Ms Office 2010, 2007.
3. SAP HR/HCM : Expertised in:

Structures in SAP/HR

Personnel Administration

Pay roll India

HR/FI Integration

Recruitment

**CERTIFICATION**

1. Certificate of Appreciation from Rishi UBR PG College for Poster Making in AAROHAN-2019.
2. Certificate of Participation in SAVISHKAR 2K17 from Entrepreneurship Development Cell Smart RISHI.
3. Certificate of Participation in OPEN DAY “MY IDEA” from CED-ALEAP- INDIA, Hyderabad.
4. Certificate of Merit in WFNEN100 by PMYUVA, Govt. of India.
5. Certificate of Participation in Entrepreneurship Awareness Camp sponsored by ENTREPRENEURSHIP DEVELOPMENT INSTITUTE OF INDIA, Ahmedabad, Gujarat.
6. Certificate of Participation in SAMBODH –QUIZ COMPETITION-2019 by SIVA SIVANI INSTITUTE OF MANAGEMENT, Kompally, Sec-bad.

**TRAITS & SKILLS:**

* Excellent communication and writing skills.
* High level of perseverance and commitment to the purpose.
* Ability to collaboration across diverse team members and win consensus.
* Capacity to create alternate options to solve any problem.
* Always eager to give my 100% effort with Positive Thinking.
* Managing Stress. and performance .

**AREAS OF INTEREST:**

* Working beyond the expectations of the Organization and showing the concrete results.
* Putting hundred percent efforts in achieving the goals of the Organization.

**PERSONAL PROFILE:**

Name : ANUSHA SINHA

Father’s Name                 : ASHOK KUMAR SINHA

Date of Birth                   : 08th OCT, 1988

Sex                              : Female

Marital Status                  : Unmarried

Nationality                     : Indian

Religion                        : Hindu

Language’s known         : English, Hindi & Telugu

**Hobbies**  : listening to music, cooking, watching tv.

**DECLARATION:**

I hereby declare that the above mentioned details are true and correct to the best of my knowledge and belief.

Place:   Hyderabad

Date:                                                                    (**ANUSHA SINHA**)