

Anuge Chaudhary

HR Trainee



Personal details

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Skills

Computer Engineering

Languages

- English
- Gujarati
- Hindi

Profile

SUMMARY

A skilled Human Resources trainee and quick learner with extensive knowledge and good in personnel management, employee relations, and organizational development.

Education

- Diploma In Computer Engineering** Jun 2015 - Jun 2018
Shree K.J. Polytechnic Bharuch, Bharuch
- Bachelors Of Science** Jun 2020 - Jun 2022
Narmada College of Science and Commerce, Bharuch
- Masters In Business Administration** Jan 2024 - Present
Amity University, Noida

Employment

- HR TRAINEE** Jan 2022 - Jan 2023
Glenmark Pharmaceuticals, Ankleshwar Gujarat
Glenmark pharmaceutical is MNC company based at Ankleshwar Gujarat. I had joined Glenmark just after the graduation. As a fresher had learn so many things about Human Resources Management. I had started working in contract labour management section and along with that I had also done activities in Admin Dept.
- HR Assistant** Jan 2023 - Present
Hikal Ltd, Panoli Gujarat
Hikal Ltd is Mumbai based company. Hikal has three branch units such as Pharmaceutical, Crop protection and Animal health. Our HR dept is common for all the units. * I had learn about how to manage contract labour management and labour laws. * Contractor AMC Finalisation. * I am responsible for the bill processing of contract manpower. * Also associated with administration activities such as hotel booking and cabs booking during Audits and events. * Responsible member of canteen committee and develop various ways for employees feedback on food and hygiene. * Core member of CSR committee and had witnessed of 5 activities under CSR by Hikal Ltd. * Actively participated and managing in employee engagement programs and events management. * Monthly Payroll Management.
- Intern** Jun 2022 - Dec 2022
Aashman Foundation
HR Internship 06/2022 - 12/2022 Location

Had an intership training of Human Resources in Aashman Foundation. This was totally remote Intern. This Internship is all about recruitment. During these intern we learn about recruitment life cycle. Process of hiring candidate till the induction of employee.