

AFRIN ANJUM

HR Executive | 8540059573 | afrinanjum062@gmail.com

LinkedIn: [linkedin.com/in/afrin-anjum-00b30b171](https://www.linkedin.com/in/afrin-anjum-00b30b171) | **Location:** New Delhi, India

Professional Summary:

Dynamic and dedicated HR Executive with 2+ year of experience in people coordination, recruitment support, and HR operations across fast-paced environments. Adept at working independently in remote and hybrid setups, managing stakeholders, scheduling interviews, maintaining documentation, and ensuring smooth communication across team

Skills

- Employment Laws
- Interpersonal Skills
- Talent Acquisition
- Emotional Intelligence
- Employee Relations
- Conflict Resolution
- Qandle [HRIS]
- Time Management
- Problem Solving

Education: MBA in HR & Marketing

NIET, Greater Noida | 2021-2023

Total Experience-2+ Years

Work Experience:

1. Square one Associates

Sept-Nov2025

Senior Campaign Associate

- Managed end-to-end election campaign operations for a senior political leader, ensuring smooth coordination across teams and regions.
- Acted as a single point of contact between leadership, field teams, volunteers, and external stakeholders.
- Coordinated recruitment, onboarding, and scheduling of campaign staff and volunteers
Handled daily reporting, data tracking, and documentation using spreadsheets and digital tools
Planned and executed campaign events, public meetings, and outreach programs.
- Oversaw communication strategy, including briefing teams, follow-ups, and issue resolution
Ensured strict adherence to timelines, confidentiality, and compliance requirements
Resolved on-ground issues quickly under high-pressure, time-sensitive environments

2. JOY OF GIVING GLOBAL FOUNDATION

HR Fellowship

January 2024 – February 2025

- Managed end-to-end employee lifecycle processes including onboarding, documentation, employee record maintenance, and exit formalities.
Coordinated with various departments for smooth onboarding and induction of new employees.
- Handled leave management, attendance tracking, and employee database updates.
- Ensured compliance with company policies and local labor laws in all HR operations.
- Prepared HR letters such as offer letters, appointment letters, confirmation letters, and relieving letters.

- Responded to employee queries related to policies, benefits, leaves, and payroll in a timely and professional manner.
- Supported performance appraisal process by coordinating review timelines and documentation..

3.INDIAN POLITICAL ACTION COMMITTEE (I-PAC)

Executive May 2023-Dec 2023

- Managed front desk operations to ensure a welcoming and organized office environment
- Dispatched courier mails efficiently and maintained accurate records for tracking.
- Distributed inward documents promptly to relevant departments or individuals.
- Aligned employees with company goals and objectives to foster a cohesive and motivated workforce.
- Served as a mentor, providing guidance and support to facilitate professional development.

•Project

1.Evaluation of Recruitment and Selection Process in Airtel

Role: Project Lead

- Conducted a comprehensive evaluation of Airtel's recruitment and selection processes, analyzing key stages from sourcing to onboarding.
- Examined the evolution of recruitment strategies within the organization, identifying trends, efficiencies, and areas for improvement.
- Utilized both qualitative and quantitative methods to assess the effectiveness of recruitment channels and selection techniques.
- Delivered actionable insights and recommendations that contributed to enhancing recruitment practices and aligning them with organizational goals.

Languages: **English, Hindi**

