

ANNAPURNA DWIVEDI

HR & FINANCE EXECUTIVE

CONTACT

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Whitefield, Bangalore

SKILLS

HRIS
Data analysis
Onboarding
Recruiting
Employee Relations
Conflict Resolution
Training & Performance Management

EDUCATION

MBA (HR and Finance)
JDBIMS , SNDT University
2018 - 2020

PGDM (Finance)
University of London
2015 - 2016

BA Economics Hons.
St. Xavier's College
2010 - 2013

LANGUAGES

English

Hindi

Marathi

PROFILE

Astute and exceptionally dedicated professional with 3+ years of experience in human resources management operations for technical and Non Technical
Work well within an established team Strong background in Finance and Accounting Principles Detail Oriented Able to work
Expertise in using the various job portals like Monster,
Jobstreet, Indeed, LinkedIn and Naukri etc.
Worked on all modes of employment like full-time, direct hire,
contract, remote etc. Identifying candidates with the right skills to
match the organizations requirement

WORK EXPERIENCE

Admissions Counselor & Admin

Feb-2025 - current

BRS Global School

- Handling walk-in enquiries
- Handling admission queries received via just dial/calls
- handling recruitment of teachers and senior leadership roles
- Admin related duties
- working on school software management systems
- attendance management
- working on admission register and writing TC's for the students
- field visits for school promotions and advertising
- involved in school marketing activities
- involved in tie up with pre schools and apartments for school advertising

HR & Admissions Counselor

Jan 2024 -Nov 2025

Teapod Services

- Screen candidates resumes and job applications
- Second level screening of profiles given by other employees
- Maintaining attendance on daily basis
- Edtech recruitment-recruitment of teachers and professors
- Assess candidates relevant knowledge and skills
- Listing and calling candidates involved in the hiring process
- Successfully counselled over 1000 prospective students fo various courses

HR and Business Administrator

June 2023 - Oct 2023

Sky Roof India

- Screen candidates resumes and job applications
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
- Assess applicants' relevant knowledge, skills, soft skills, experience,

Assistant Professor & Admissions Counselor

Feb 2022 - Feb 2023

Noida Institute of Engineering &Technology

- Taught students both in undergraduate and graduate levels; developed a curriculum suited to finance students.
- Advised students and provided consultations and counseling regarding research and term papers.
- Conducted researches in risk management and played an important role in the enhancement and elevation of school standards.
- Led informal presentations for prospective students and their families to provide overview of college options

KBJES Infra Group

HR & Finance Executive

Nov 2020 - Jan 2022

- Sourcing and attracting candidates by using databases, social media, etc
- Conducting interviews and filtering candidates for open positions
- Design and implement overall recruiting strategy
- Develop and update job descriptions and job specification
- Perform job and task analysis to document job requirements and objective

Analyst Investment Consulting

JLT Group

June 2017 - March 2018

- Researching macroeconomic and microeconomic conditions
- Preparing required reports and projections based on the analysis performed
- Evaluating capital expenditures and asset depreciation
- Establishing and evaluating records, statements, and profit plans
- Identifying financial performance trends and financial risk, and making recommendations
- Providing recommendations for improvement based on trends
- Coordinating with other members of the finance team, such as a risk analyst when required to review financial information and forecasts
- Providing financial models
- Making financial forecasts

Credit Rating Analyst Trainee

Aug 2016 - Feb 2017

Brickworks Ratings

- Analyzed the corporate financial statements of customers to construct cash flow analyses and liquidity ratios .
- Supervised a large portfolio that included service requests, planned service agreements, and provide credit ratings to green field companies including corporates
- Communicated the procedures and decisions of the credit department with authorized staff members
- Examined financial reports to recognize patterns in the business operations , boosted forecasting accuracy