

Bharadwaj Anjali

📍 Hyderabad | 📞 62819 23361 | ✉ bharadwajanjali82@gmail.com

Career Objective

Enthusiastic and detail-oriented B.Sc. graduate aspiring to start a career as a Recruiter (IT & Non-IT). Skilled in communication, candidate coordination, and basic recruitment processes. Eager to contribute to the hiring needs of an organization by learning quickly, managing tasks effectively, and supporting HR teams in achieving goals.

Education

Bachelor of Science (MPC) | Vivekananda Degree College | 2022 – 2025 | CGPA: 8.1

Intermediate (MPC) | Sri Gayatri Junior College | 2020 – 2022 | 735 / 1000

SSC | Chaitanya Vidya Niketan High School | 2019 – 2020 | GPA: 9.8

Key Skills

- Basic knowledge of IT & Non-IT recruitment
- Candidate screening & shortlisting (resume search basics)
- Communication & interpersonal skills
- MS Office (Word, Excel, PowerPoint)
- Email drafting & documentation
- Adaptability and quick learning

Technical Proficiency

- Familiar with job portals (Naukri, Indeed – basic usage)
- Microsoft Office Suite
- Basic internet research & documentation
- Email and chat handling

Additional Information

Languages: English (Fluent), Hindi (Fluent), Telugu (Native)

Interests: Typing practice, painting, cooking, exploring new ideas