





 Anooj3003@gmail.com

 8331093369

 14-135 Dada sahib
buildings,vidyanagar Eluru,west
Godavari district Andhra pradesg

TECHNICAL SKILLS

Knowledge Microsoft
office ● ● ● ● ●

Knowledge in
computer ● ● ● ● ●

INTERESTS

Traveling

Reading

Learning in New Things

PERSONAL STRENGTHS

Communication Skills,
Quick learner,
Easily mingle with people,
Interpersonal Skills

SHAIK ANUZ SHADAB

Operations Analyst



CAREER OBJECTIVE

A growth oriented and challenging career in an organization of repute, ethics and excellent work environment where my creativity and ability to excel in the field of Human Resources and Management and to give my best to organisation.



EXPERIENCE

Verifacts pvt Ltd

Operations Analyst

08 December 2020 - Till date

Background verification in special checks

Live connections

Hr recruiter

04 February 2019 - 15 July 2019

Partnering with hiring managers to determine staffing needs

Screening resumes

Performing in-person and phone interviews with candidates

Administering appropriate company assessments

Performing reference and background checks Following up
on the interview process status



EDUCATION

Gems B School Bangalore

MBA

2021

Sun International Institute of Technology and Management

Bachelor of Hotel Management

2018

Aditya Junior college, Kakinada

Intermediate

2014

St.Ann's English medium school

SSLC

2012



ACTIVITIES

I had participated and co-ordinated in several Fest and Events
I had done NSS activities in my primary Education



PERSONAL PROFILE

Date of Birth : 17/10/1996

Marital Status : Single

Nationality : Indian

Known Languages : English, Urdu, Hindi, Telugu



DECLARATION

I here by declare that the information furnished above is true to the best of my knowledge. I do hereby declare that above particular of information and facts stated are true, correct and complete to the best of my knowledge and belief.