

CURRICULUM VITAE

ANUJA AJIT SUPAL

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Summary

Dedicated and self-motivated professional seeking a challenging role where I can leverage my strong adaptability and unwavering integrity to drive organizational success. Committed to continuous personal and professional growth, I aim to apply my skills and enthusiasm to deliver exceptional results and contribute to achieving shared goals."

Experience

June 2024 – Currently

IDBI Intech – Customer Service Associate

- Handled KYC Validation efficiently through customer's mail responses, ensuring compliance with regulatory standards.
- Assisted managers to streamline the KYC process, contributing to improvements in speed and accuracy.
- Created and maintained Excel trackers to manage and organize customer data, ensuring easy access and reporting.
- Supported promotional initiatives for Retail Direct by designing engaging comic strips using Canva under the guidance of the manager.

February 2023 – June 2024

Syssoft InfoTech- Associate

- Respond to customer queries via email, ensuring prompt and effective resolution in line with KYC compliance standards.
- Handled first-level processing for key account services, including bank account changes, nominations, account closures, and gift request forms.
- Prepared a range of written communications and documents.

September 2021 - November 2021

Edge CRM - Mumbai, India

Human Resources Associate

- Managed recruitment processes, including job postings, candidate screening, and interview coordination for diverse roles.
- Coordinated with senior management to identify staffing needs and workforce planning strategies.

July 2021 - September 2021

Work India - Mumbai, India

Recruiter

- Conducted tele-interviews and follow-ups with blue-collar workers, and assisted over 30 candidates with their entire on boarding process.

Education

2022

NMIMS CDOE University Mumbai, India
Diploma in Human Resources Management

2021

University of Mumbai
Mumbai, India
Bachelor of Arts Sociology, Economics, Statistics

2018

University of Mumbai
Mumbai, India
HSC Arts

2016

University of Mumbai
Mumbai, India
SSC

Computer Qualification-

- MS-CIT (MS-Office, MS-Word)
- Advanced Excel
- Typing speed of 30 wpm.
- Proficiency in using CANVA

Personal details-

1. Date of Birth- 19th September 2000
2. Marital status- Unmarried
3. Gender- Female
4. Nationality- Indian
5. Languages known- English, Marathi, Hindi
6. Hobbies- Art and Painting, Cooking, Traveling, Yoga

Date- 20th July 2025

Place- Mumbai