ANSHIKA TYAGI | +918607227344 | Aashikaved8607@gmail.com

OBJECTIVE

Always making positive contribution for the organization through best of my knowledge and commitments, also continuously strive for organizational and Individual excellence.

Career highlights

- A result oriented professional with nearly 2 years of experience.
- In depth understanding of Logistic Operation Process as well as Legal Proficiency.
- Handling team projects related to Insurance & KYC of DA.

PROFESSIONAL EXPERIENCE

a) CATBUS INFOLABS PVT. LTD. (BLOWHORN) | New Delhi

Operation Associate Intern
OCT 2021 – FEB 2022.

Operation Lead / Associate
FEB 2022 to Present | Team Size 15+ Direct.

- Ensuring End to End operations of clients which include vehicle Reporting, Escalations, Collections & Invoicing with in Deadlines.
- Leading a team of Hub associates.
- Develop new business with existing clients and/or identify areas of Improvement to increase Revenue.
- Ensuring on Time Delivery, conflict resolution & tech support.
- Managing 50+ contract vehicles of 3 customer Accounts by generating a revenue of 40 lakhs with an average margin of 12% on monthly Basis.
- Responsible for Driver App installation & usage for better data quality to improve productivity.

b) AMRISH TYAGI & ADVOCATES. | District Court, New Delhi

Legal Associate
Jan 2019 – Feb 2020.

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- Handling issues pertaining to civil cases, policy matters.
- Experience of legal drafting & vetting of documents, Contracts.
- Experience of Company Law related issues like labour code, registration of companies.

Team Management.

- Creating & sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst the team members.
- Leading, mentoring & monitoring the performance of the team members to ensure efficiency in process operations & meeting of individuals and group targets.
- Ensure all the team members to follow the standard operating procedure and to follow the detail instruction to carry every task correctly.

EDUCATIONAL QUALIFICATION.

- MBA in HR & IT (2020-2022) - Dr. APJ Technical University, Lucknow (UP).
- BA, LLB(Honours) (2013-2018)- Bhagat Phool Singh Women University Khanpur Kalan, Sonipat, Haryana.
- Senior Secondary – (2013)- KL Janta Inter college, Deoband.

Technical SKILLS

- Advanced understanding of basic office applications, Including MS OFFICE (word, excel, PowerPoint, outlook).
- Technical Writing. Adobe Illustrator.
- Preparing Contacts Organization Customer service
- Efficiency Professionalism
- Verbal and written Communication.

GENERAL SKILLS.

- Team Building Leadership Problem solving.
- Business Knowledge Time Management.
- Data Management, Logistics Management, Process Development.

"Human resource management involves all management decisions and practices that directly affect ADDITIONAL INFORMATION or influence the people, or human resources, who work for the organization. In modern years, Amplified concentration has been devoted to how organizations manage Human Resources. This augmented focus comes from the comprehension

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that an organization's employees facilitate an organization to attain its goals and the management of these human resources is vital to an organization's success."

INTERESTS

Volunteer Work, Mindfulness, Art, Photography, Calligraphy, Book Collecting, Reading, Singing, Writing.

PERSONAL INFORMATION

Father Name	:	Sh. Neeraj Tyagi
Mother Name	:	Smt. Anju Tyagi
Date Of Birth	:	15th June 1997
Marital Status & Sex	:	Unmarried and Female
LinkedIn URL	:	https://www.linkedin.com/in/anshika- tyagi-423412211
Postal/Permanent Address	:	House no. -1133, Shiv Vihar colony, Near Janta Inter College, Deoband, Distt: Saharanpur, U.P.- 247554.

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