



Anirudh Sharma

Assistant Supervisor

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Languages

English (Fluent)

Hindi (Native)

About

Results-driven management student with a diverse background in retail, restaurant, IT, and BPO industries. Proven experience as a retail store assistant, kitchen assistant, talent acquisition executive, claim supervisor, and warehouse worker. Currently pursuing a MSc in project management with strong communication, MS excel, task management, time management, team coordination, and team management skills. Seeking a dynamic role to leverage my multifaceted experience and excel in creating effective project management strategies.

BRANDS WORKED WITH

- Kanha Restaurant
- Pihu Trading Company
- SARVIKA TECHNOLOGIES PVT LTD
- SHANGRI-LA THE SHARD
- SIDDHI VINAYAK TELELINK PVT. LTD.
- Warner Bros. Studio Tour London (Pom-Vom)
- Yodel Logistic Company

Experience

● Sorter

Yodel Logistic Company | Nov 2023 - Now

Yodel is a delivery service company based in England. Offering home delivery network and B2B services in the UK.

- Working as a Shorter for Infeed and Outfeed
- Helping team members to complete the task before time.
- Lifting heavy items like wine, furniture, gadgets, parcels, etc
- Ensuring continuous working of the conveyor belt.
- Moving a heavy metal cage of parcel with manual forklift.

● Event waiting staff

SHANGRI-LA THE SHARD | Dec 2023 - Dec 2023

views overlooking the river Thames.

- Food Serving with a professional attitude.
- Helped kitchen staff with polishing glass, spoon and plates.
- Preparation for the event
- Attended guests with wine and warm welcome.
- Worked as a bartender for serving drinks and wines.

● Photography Retail Operations

Warner Bros. Studio Tour London (Pom-Vom) | Nov 2023 - Nov 2023

WBS Tour London – is a walk-through exhibition and studio tour in Leavesden, Hertfordshire,

- Delivered excellent customer service in line with mystery shopper criteria.
- Acted in a professional manner all times regarding time management and attendance, maintaining a high degree of flexibility to meet business demands.
- Actively participated as part of a high-performing team capturing amazing moments.

● Talent Acquisition Specialist

SARVIKA TECHNOLOGIES PVT LTD | Sep 2021 - Sep 2023

Sarvika Technologies is a software solutions company helping clients at all levels of growth with its technical expertise.

- Sourced, attract and recruit young talents.
- Managed the full lifecycle of the recruitment process from sourcing to offering.
- Advertised job posting within appropriate forums to attract top-notch candidate pools.
- Proactively sourced, engaged, pre-screen, interview, schedule and assess candidates.
- Managed candidate experience to ensure positive candidate outcomes.
- Liaising with internal departments to determine recruitment needs.

- Developed hiring strategies and procedures in line with industry trends, as well as keeping informed of advancements in the field.
- Offering and closing appraisal for employees.
- Employee engagement on a weekly basis.
- Handled HRMS Cloud system for employees (Keka).
- Making of Salary structures and LOI (Letter of Intent) for shortlisted candidates.
- Organised company annual party for 150 employees
- Collaborated with vendors for employee benefits like coupons and discount code.
- Promoted for outstanding performance and dedication of work and employee engagement.
- Conducted a hiring drive in collaboration with universities for 2000 students.

● Kitchen Assistant

Kanha Restaurant | May 2018 - Aug 2019

Traditional Indian restaurant serving baked goods, sweets & savouries.

- Stocking food items
- Checking sell-by dates and rotating stock
- Peeling and chopping vegetables, meat, skinning, and gutting fish
- Prepared simple meals.
- Assisted the head chef with grinding vegetables for sauce preparation.

● Retail Assistant

Pihu Trading Company | Apr 2017 - Feb 2018

A B2C clothing company dealing with trending clothes.

- Provided information about products, including features, prices, and benefits.
- Handle customer inquiries, resolve issues, and address complaints.
- Arranged and organised merchandise according to the store layout.
- Build rapport with customers to encourage repeat business.
- Collaborated with other team members for effective store operations.
- Hit the target sales for the sessional stock

● Claim Supervisor

SIDDHI VINAYAK TELELINK PVT. LTD. | Jun 2016 - Jan 2017

A B2B online solution company

- Generated leads on a daily basis through calls.
- Convert prospective clients and circulated daily deals and offers.
- Report to manager weekly for the work performance.
- Solved customer queries and complaints.
- Provided customer support for claiming their insurance.

Education & Training

2024

● University of Hertfordshire

Master of Science,

2021

● JECRC University

Master of Business,

2019

● Maharishi Arvind College

Bachelor of Commerce,