



# ANIL KUMAR

HR & OFFICE ADMINISTRATION PROFESSIONAL

Najafgarh, New Delhi – 110043

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## PROFESSIONAL SUMMARY

Dedicated and experienced Office Administrator with 15+ years of proven success in managing administrative operations, HR coordination, student counseling, and nationwide marketing activities in the education sector. Demonstrates strong organizational, communication, and leadership skills. Proficient in office software, data handling, and coordinating schedules with a keen eye for detail and commitment to meeting deadlines.

## CORE COMPETENCIES

- Office & HR Administration
- Staff & Student Counseling
- Admission & Records Management
- Fee Collection & Invoicing
- Scheduling & Coordination
- Team Support & Supervision
- India-wide Marketing Support
- MS Office (Word, Excel, PowerPoint)
- Data Entry (Typing speed: 30 WPM)

## PROFESSIONAL EXPERIENCE

### Smarg Edurev Pvt. Ltd.

#### Office Administrator

New Delhi

Nov 2019 – Present

- Oversee daily administrative operations including student support and staff coordination
- Manage admission processes, maintain accurate records, and coordinate with departments
- Assist in payment collections and support company-wide communication

### Southern Institute of Medical Studies (SIMS)

#### Senior Manager – Admin & HR

New Delhi

Apr 2015 – Jun 2016

- Supervised office operations, coordinated admission and counseling processes
- Managed fee collections and marketing across various regions of India
- Maintained internal records and schedules for academic and staff-related activities

### Delhi Institute For Advanced Medical Studies (DIAMS)

#### Administration Executive

New Delhi

Jul 2003 – Mar 2015

- Handled 12+ years of core administrative responsibilities, including student onboarding and counseling
- Played a key role in record maintenance, schedule planning, and promotional activities
- Worked closely with academic teams to ensure smooth institute operations

### Creative Info System Pvt. Ltd.

#### Data Entry Operator

New Delhi

May 2002 – Apr 2003

- Performed accurate data entry, managed digital records and handled clerical support tasks

## EDUCATION

Bachelor's Degree | Delhi University

Senior Secondary & Higher Secondary | N.I.O.S Board, Delhi

## CERTIFICATIONS

Introduction to Management – Great Learning Academy (Apr 2023)

Introduction to Digital Marketing – Great Learning Academy (Apr 2023)

AWS for Beginners – Great Learning Academy (May 2023)

## TECHNICAL SKILLS

MS Office (Word, Excel, PowerPoint) | Data Entry & Basic Software Operations | Internet & Email Handling

## LANGUAGES

- Hindi (Fluent)
- English (Professional)

## PERSONAL DETAILS

- Father's Name: Shri Trilok Singh
- Date of Birth: 12th July 1984