

PERSONAL INFORMATION

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Email

anushkathapa03@gmail.com
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Mobile

(+91) 7521096629
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Total work experience

4 Years 0 Month
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Social Link

<https://www.linkedin.com/in/anushka-thapa-32905718b/>

KEY SKILLS

- Attendance & Leave Management
- Payroll & Benefits Administration
- HR Software (HRMS Excel Word)
- Records & Database Management
- Office Coordination & Support
- Payroll Support & Data Collation
- Email Communication & Query Handling

OTHER PERSONAL DETAILS

- City

New Delhi
- Country

INDIA

HOBBIES

Attendance & Leave Tracking, Office Coordination, Email Communication & Query Handling

LANGUAGES

- HINDI
- ENGLISH
- NEPALI

ANUSHKA THAPA

Back Office Executive

PROFILE SUMMARY

Detail-oriented and efficient professional with 4 years of experience in back-office operations, administrative support, and data management. Proven expertise in handling confidential employee records, maintaining databases, preparing reports, and supporting cross-functional coordination. Worked in MS Excel, HR software, and documentation processes. Committed to process accuracy, time-bound delivery, and behind-the-scenes efficiency.

EDUCATION

- 2019

MBA/PGDM

AKTU
- 2017

B.Com

University of Allahabad, Allahabad
- 2014

XIIth

English
- 2012

Xth

English

WORK EXPERIENCE

- Mar 2021 - Oct 2024

Back Office Executive

Dindayal Jalan Retails Pvt. Ltd. , Varanasi

Maintained and updated personnel records and internal databases with 100% accuracy.

Managed attendance and leave records using Excel and HR software, ensuring error-free monthly reports.

Supported payroll processing by compiling and verifying employee information.

Drafted and formatted internal documents, agendas, and reports for meetings and HR reviews.

Handled employee exit documentation and archived compliance records.

Coordinated office supplies and assisted in administrative routines, ensuring smooth day-to-day operations.

Mentored interns and coordinated training visits, enhancing cross-departmental communication.

Assisted in policy updates, improving operational efficiency and employee awareness.

Supported manpower planning and liaised with management for timely hiring decisions.

Jun 2019 - Aug 2019

Customer Relationship Officer - MT  
**Bandhan Bank (Campus Placement)**

Managed teller functions and processed back-end documentation for customer transactions.

Supported the team in compliance audits and records accuracy.

Assisted branch operations through clerical support.

Supported service delivery under Assistant Manager Grade.

Resigned due to health concerns.

Jun 2018 - Jul 2018

Summer Intern Trainee - HR  
**Hindalco Industries**

Conducted HR survey across 6 departments using structured questionnaire, analyzing primary data and preparing executive reports.

Created analytical reports using Excel and formatted deliverables in Word for leadership review.

Provided clerical and project documentation support to the training department.

Worked closely with Head – Training & Development on key HR initiatives.

## COURSES & CERTIFICATIONS

- Fundamentals of digital marketing by Google
- Excel for Beginners by Great Learning
- Agile Scrum Master