**ANJALI**



Mobile: C/o 971504753686 E-Mail: [anjali.270494@2freemail.com](mailto:anjali.270494@2freemail.com)

**CAREER OBJECTIVE \_**\_\_\_\_\_\_\_\_\_

Seeking a position in Human Resources Management that would entrust me with an opportunity for using my expertise and experience in handling the wide range of HR functions including the hiring and documentation work.

**AREAS OF EXPERTISE**

HR and Administration

* A performance driven professional with 4+ combined experience in HR practice(IT and non-IT), recruiting, retrenchment, retaining the employees and Administration.
* Proficient in coordinating with the people that will assist me in understanding the human resources need of the different segments of organization.
* Capable of managing multiple task simultaneously and meeting tight timelines.
* Recruiting and Hiring Process Review.
* Establish Policy & Procedure for best HR practices.
* Maintaining Admin documents, employee files and the HR filing system
* Proficient with Ms Office.
* Familiarity with traditional and modern training methods
* Conduct effective induction and orientation sessions

|  |
| --- |
| * Payroll Management such as salary, pay slip preparation and processing, Final settlements and Budgeting |
|  |

**PROFESSIONAL EXPERIENCE**

* **Shine Business Solutions, Kochi October 2015 to October 2017**

<http://www.sbsol.in>/ <https://www.proimprint.com/><http://directpromotionals.com/>

**HR**

* + Design and implement overall recruiting strategy
  + Screen candidates resumes and job applications
  + Conduct interviews using various reliable personnel selection tools/methods to filter candidates within schedule
  + Act as a point of contact and build influential candidate relationships during the selection process
  + Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
  + Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion and employee benefits.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **ASAP** [**http://asapkerala.gov.in/**](http://asapkerala.gov.in/) **May 2015 to December 2015**

**FREELANCE TRAINER**

* Delivering training programs in formal (e.g. a classroom), informal (e.g. floor-walking) or online (e.g. e-learning) settings
* Deploy a wide variety of training methods
* Carrying out performance assessments to determine the skills gaps between current and desirable learner skill levels
* Supporting and coaching learners using learning technologies to deliver skills
* Assist and support other personnel in classroom management.
* Effective Planning and Time Management

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Relife Ayurvedic Hospital, Thrissur Feb 2015 to April 2015.**

**ADMIN MANAGER**

* Plan budgets and set rates for health services
* Payroll Management, Leave Management and Book Keeping
* Supervisors oversee the day-to-day activities of groups of employees.
* Supervisors work in specialized units within the hospital infrastructure.
* Co-ordination with doctors, insurance companies, technology distributers and patients
* Develop procedures for quality assurance, patient services, medical treatments, department activities and public relations outreach
* Monitor staffs and conduct meetings
* Ensure cleanliness & maintenance

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Aries Group, Kochi May 2012 to November 2014**

**ADMIN AND HR EXECUTIVE**

* Identifies hiring need, develops the position description, Recruitment Plan, organizational chart and other recruitment related documents.
* Handling joining formalities, Induction and Training
* Preparation of Leave sheet, Offer, Contract, Appraisal letters
* Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities
* Stay and exit interviews. Exit interviews of retiring employees and upon resignations, etc. to take timely feedback on Company’s culture/ functioning and assess need for correction, if any.
* Ensure operations run smoothly within departments such as information and data processing, mail, materials scheduling and distribution, printing and reproduction, records
* Processing bank a/c, ID cards, Access cards and uniform
* Day-to-day administration of statutory requirements relating to payroll and other employee/labor issues
* Coordinate with vendor for monthly stationary requirements.
* Handling couriers and related documentation

**Academic Project**

* Online Training Program for Msc CS November 2014 - January 2015

**ACADEMIC PROFILE**

* **Msc Computer science – 2014, with 53%**

Bharathiar University – Distance Education

* **Bsc Computer science** -**2011, with 72%**

Sri Ramakrishan College of Arts and Science Coimbatore -Bharathiar University

* **XII - 2008, with 76%**

St Mary's HSS Edoor, Kannur

* **X - 2006, with 83%**

St Josephs HS Kunnoth, Kannur

**PERSONAL DETAILS**

Date of Birth : 21/06/1990

Language Known : English, Malayalam and Tamil.

**DECLARATION**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Anjali