**ANJALY**

## Email ID: anjaly.369442@2freemail.com

**Career Objective**

Human Resources Management Professional seeks opportunities where experience in staffing, internal program development and management, employee relations and project management will enhance a company’s overall strategic plan and direction.

**Career Summary**

* A company oriented professional with experience in recruiting, staffing, retrenching people possesses 3 years’ experience as HR manager.
* Efficient in interviewing and assessing the people.
* Expert in recruiting the people, according to the company policy.
* Proficient in giving valuable decision and taking the feedback from the employees.
* Expert in taking the order from the seniors and giving the valuable suggestions.

**Personal Qualities**

* Remarkable analytical, logical and mathematical skills.
* Innovative in assessing the qualities of people.
* Efficient in communicating well in written and verbal both.
* The ability to motivate people.

**Key Responsibilities Handled**

* Analyzing the requirement of organization.
* Analyze the quality people and contact them through phone, Email.
* Recruit the people and perform various recruitment steps.
* Maintain the existing employees and take the feedback from them.
* Assist the accounts department for making the salaries of employees.
* Make the coordination with various departments.
* Present the suggestions for the seniors of employees and implement their order.
* Train the new employees.

**Computer knowledge**

* Expert in basic use of computer
* Internet savvy

**Academic Qualification**

* MBA in Human Resource with FCD from ViswesarayyaTecnological University, Bangalore
* BA in Political Science with 2ndRank from Calicut University,Kerala.
* POST Graduation in computer application(PGDCA)

**PROJECTS**

* Completed summer project in L&T Infotech on the topic of “MAJOR CHALLENGES OF TALENT ACQUSTION IN L&T Infotech” as a part of perusing MBA at Oxford College of Engineering, under VTU.
* Completed project on web designing named “INFOSPLASH” as a part of completing PGDCA under EICL certification.

**EXPERIENCE**

1. Worked as HR Manager in KR INN Hotel from February 4 2015 to Feb 6 2017.
2. Worked as a BDM (Business Development Manager) in Enzyne HR Solutions from March 2014 Feb.
3. Worked as a BDE (Business Development Executive ) in Enzyne HR Solutions From Aug 2013 to March 2013**.**

**INTERST & HOBBIES**

* Reading
* Listening to music
* Social networking
* Traveling
* Gardening

**ACHIEVEMENTS**

* Secured **2nd** rank in BA POLITICAL SCIENCE under Calicut university
* Volunteered in raising funds for Education & Healthcare for the Underprivileged
* Recipient of ‘B’ & ‘C’ Certificate of NCC in 2010 & 2011
* Best Outgoing Student of Carmel College, Mala, Kerala in the year 2011
* Completed PGDCA under ECIL certification.

**PERSONAL PROFILE**

* Date of Birth : 15-01-1991
* Marital Status : Married
* Nationality : Indian
* Languages Known : English, Malayalam, Hindi