****

[**anitha.380837@2freemail.com**](mailto:anitha.380837@2freemail.com)



**ANITHA (ADMINISTRATION & HR MANAGEMENT PROFESSIONAL)**

**CAREER SUMMARY**

**TEAM LEADER**

* Managed and led teams of variety of 80+ members to streamline the group efforts to achieve the set goals.
* Exceeded the targets and objectives by inculcating synergy and team spirit among the team members.
* Received management appreciation for the outstanding performance by the team

**MOTIVATOR**

* Guided the team members to enhance their personal performance in the career.
* Rendered support and counselling for the personnel to be focused on success and keep up perseverance to hit the targets.
* Conducted in-house motivational sessions for the fellow beings in the organization.

**TEAM BUILDER**

* Actively Participated and played vital roles in recruiting 100+ staff and onboarding them.
* Conducted creative brainstorming sessions to incubate healthy interpersonal relationship among the personnel irrespective of their individual differences.
* Conducted a number of team building sessions to familiarize the team members and bring them closer as one team proceeding to achieve common goals. .

**NEGOTIATOR**

* Has experience as a Member of Commercial Bid Evaluation Committee
* Financial Delegation of Authority for low value tenders (up to INR 200,000 )

**ORGANIZER**

* Played key role in organizing various events and seminars.
* Member of Program Committee for the Annual Day Celebrations for Corporate Office
* Team Leader for the Logistic Services for the Corporate Annual Employees meet.

**COST OPTIMIZER**

* Effective utilization of operative budget to realize cost saving by controlling unnecessary expenses.
* Exploring and implementing new ideas to reduce expenses.

**CUSTODIAN OF ASSETS AND INFORMATION**

* Safekeeping the company’s moveable and fixed assets.
* Periodic Maintenance and safeguarding assets.
* Safeguarding the Confidentiality of company’s critical and general information
* Preservation of information for the best use of the company’s growth and development.

**MANAGER**

* Effective management of day-to-day operation and functional business.
* Coordination and communication with various internal and external stakeholders and customers.
* Bridge between the top management and other personnel.
* Ensuring Customer Satisfaction.
* Ensuring the continuity of business process in terms of performance, profitability and priority of the actions.

**PERSONAL STRENGTHS & SKILLS**

Ensure and establish clear and achievable objectives and targets for each personnel Handling Employees Grievance and problem solving



Staffing skills and Onboarding Skills (Familiarization of newly recruited employees) Leading by example, providing clear management and leadership

Innovation ideas for the growth of Organization by means of statistical and analytical thinking. Emotionally Matured, self-oriented, Self-motivated & pro-active person Strong Interpersonal Skills and Multitasking Skills

Effective Communication Skills

Scheduling and Prioritizing Skills

Event Management Skills

Cost Optimization & Negotiation Skills

Office Management Skills

Sense of ownership and responsibility

Team Building Skills

Creative Thinking and Problem Solving Skills.

Strong Counseling & Motivational Skills

Adaptability & Diplomacy

Organizational Ability

Time Management and Office Coordination

Reporting & Presentation skills

Procurement of materials /services

Planning and Budgeting

|  |  |  |  |
| --- | --- | --- | --- |
| **WORK HISTORY** | **MANAGER, MANAPPURAM GROUP OF COMPANIES, THRISSUR, KERALA,** | |  |
| **(Total 16 years of** | **INDIA** | |  |
|  |  |  |
| **Experience)** | May 2015 – April 2018 | |  |
|  |  |  |
|  | **CENTRE MANAGER, THINC EDUCATIONAL INSTITUTION, KOLLAM, KERALA, INDIA** | |  |
|  | July 2011 to May 2015 | |  |
|  | **ADMINISTRATION & HR OFFICER, KMK ASSOCIATES & MARICO ENTERPRISES SUPER** | |  |
|  | **MARKETS, KOLLAM, KERALA, INDIA** | |  |
|  | January 2010 to July 2011 | |  |
|  | **CENTRE MANAGER, IIHT (INDIAN INSTITUTE OF HARDWARE TECHNOLOGY), KOLLAM,** | |  |
|  | **KERALA, INDIA.** | |  |
|  | July 2008 to December 2009 | |  |
|  | **ADMINISTRATOR, HILTON HYUNDAI (AUTOMOBILE SHOWROOM), KOLLAM, KERALA, INDIA** | |  |
|  | September 2003 to June 2008 | |  |
|  |  |  |  |
| **EDUCATION** | **MASTER OF BUSINESS ADMINISTRATION (MBA), MADURAI KAMARAJ UNIVERSITY – 2015** | |  |
|  | specialized in **HR Management** | |  |
|  | **BACHELOR DEGREE IN COMMERCE (B. COM.), KERALA UNIVERSITY, INDIA – 2000** | |  |
|  | With **Accountancy, Company Laws and Cooperation**. | |  |
|  | **PRE-DEGREE, KERALA UNIVERSITY, INDIA – 1995** | |  |
|  | With **Commerce** Subjects | |  |
| Page | **2** | **Anitha (Administration & HR Management Professional)** | |  |

|  |  |  |
| --- | --- | --- |
| **PERSONAL** | Date of Birth: **19 September 1975** |  |
| **INFORMATION** | Social Status: **Married** |  |
|  |  |  |
|  | Place of Issue: **Trivandrum** |  |
|  | Date of Expiry: **25 July 2027** |  |
|  | Visa Details: **Tourist Visa** (Transferable) |  |
|  | Notice Period: **Ready for Immediate Appointment** |  |
|  |  |  |
| **COMPUTER** | **MS Office Package** (WORD, EXEL, POWER POINT) |  |
| **SKILLS** | **MS WINDOWS** and **Internet** |  |
|  | **LINUX** |  |
|  |  |  |
| **LINGUISTIC SKILLS** |  |  |
| To Read, Write and | **English, Hindi** and **Malayalam** |  |
|  |  |
| Speak |  |  |
|  |  |  |
| **HOBBIES** | **Cooking** |  |
|  | **Listening to music** |  |
|  | **Driving** |  |
|  | **Nature Photography** |  |
|  |  |  |
| **REFERENCES** | **Professional and personal references will be submitted if required.** |  |
|  |  |  |



Page | **3** **Anitha (Administration & HR Management Professional)**