



Aneela Antony

HR Executive

I am keen on building my Managerial, Administrative and Teaching skills. Have experience in challenging in both professional and non-professional environment. I take pride in my attention to detail and ability to effectively manage my time and skills. I am a motivated team player and have proven communications skills seeking to grow my knowledge of the industry and use my conversational skills as an HR associate for your good organization to create a good team spirit among employees.



aneela.antony@gmail.com



9744566320



ERNAKULAM, India

SKILLS

MS Excel

MS Word

SAP

Tally

Communication skill

Decision making

Data interpretation

Team work

LANGUAGES

English



Hindi



Malayalam



Tamil



INTERESTS

Singing

Reading

Dancing

Music

WORK EXPERIENCE

Finance executive

VKC Group of companies

07/2016 – 07/2018

Largest PU manufacturing company in India

Kozhikode

Achievements/Tasks

- Statutory works, Income tax, TDS, GST, Costing, Stock maintenance, Auditing
- Team building, Coordination of personnel, Hosting of monthly meetings
- Cordinated employees of 18 Satates of India for common company goals

Contact: Anil – 9544747763

EDUCATION

Post Graduation (MBA)

School of Management Studies, CUSAT

06/2014 – 05/2016

Courses

- Human Resources & Finance

Kerala , 72%

Graduation (BBM)

Amrita school of Arts & Sciences

04/2011 – 03/2014

Kochi, 91%

Higher secondary (Plus Two)

Holy Ghost CGHSS Thottakkattukara

04/2009 – 03/2011

Courses

- Bio Maths

Aluva

ACADEMIC PROJECTS

A Study on the various schemes of Kerala state development corporation for scheduled castes and schedules tribes Ltd (03/2015 – 03/2015)

- Minor Project for MBA

Emotional Intelligence and Work Life Balance of IT Employees in Kochi (12/2015 – 06/2016)

- Major Project for MBA

ORGANIZATIONS

VKC Group of Companies (07/2016 – 07/2018)

Finance Exewcutive

ACHIEVEMENTS

My team is selected as the Best Team, in VKC Group of Companies for the year 2017