



ANJALI KRISHNAKUMAR

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Profile

Master of Human Resource Management with 2 years of work experience, exceptional communication and interpersonal skills, confidence, innovative approach and quick adaptability to changing processes and trends, good leadership quality and motivational skills, capable of managing individuals and teams in order to meet the individual as well as the organizational goals, who would like to pursue a good career in managing human resources and administration with full dedication and trust.

Professional Skills

- Good interpersonal skills
- Good Motivational skills
- Good coordination skills
- Multi-tasking skills
- Effective team management skills
- Effective leadership quality
- Effective communication skills

Education

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| MASTER OF HUMAN RESOURCE MANAGEMENT DiST Angamaly, (Mahatma Gandhi University, Kottayam, Kerala) | 2012-2014 |
| BACHELOR OF ARTS IN ENGLISH LANGUAGE AND LITERATURE UC College, Aluva (Mahatma Gandhi University, Kottayam, Kerala) | 2009-2012 |

Work Experience

- 1) **Worked as Head-HR and Administration in Sahad International Sourcing Private Limited, a garment sourcing company in Edappally, Cochin, India, from January 2018 – July 2018.**

Job Description

- Handling Office mails and phone calls.
- Administration of day to day logistic activities.
- Participating in preparing strategies and developmental activities.
- Scheduling meetings and taking minutes.
- Handling business communication.
- Posting Job vacancies in job portals, screening CV's, scheduling and conducting interviews, short listing employees.
- Arranging training programmes for employees.
- Handling employee attendance, leaves and salary.
- Preparation of official documents (appointment letters, relieving letters and other documents)
- Coordinating with other departments to ensure effective office functioning.

- 2) **Worked as HR Executive in Safinat al Sahraa, a general trading company in Dubai, from June 2016 to August 2016.**

Job description

- Handling the HR activities of its five branches, head office and warehouse.
- Managing the attendance and leaves of the employees.
- Processing, modifying, updating and handling of employee documents like visa, insurance card, labor card and Emirates ID.

- Handling and updating company documents like trade license, establishment card and emigration card.
- Maintaining employee databases and handling HR software.
- Posting Job vacancies in job portals, Screening CV's, scheduling and conducting interviews, short listing employees and assisting senior HR manager in staff selection.
- Arranging orientation and induction programmes for new employees.
- Handling employee disputes.
- Conducting product knowledge test for newly recruited employees.
- Handling shipments follow up via telephone.
- Providing needed HR assistance to required employees.
- Providing the management with accurate and timely HR activity review to ensure function effectiveness.

3) Worked as Assistant Manager (HR & Administration) in Sketch Interiors, an interior designing company in Cochin, India, from May 2015 to May 2016.

Job description

- Managing day to day office administration.
- Screening CV's and scheduling interviews.
- Staff recruitment.
- Conducting Induction and orientation programme for new employees.
- Attendance and leave management.
- Handling employee disputes.
- Employee performance analysis and management.
- Maintaining positive work environment.

4) Worked as a coordinator in the counseling department of Delhi Private School-Dubai, from January 2015 to March 2015. (Temporary)

Job description

- Providing attention to needed students.
- Giving assistance in studies of ADHD students.
- Motivating ADHD students in extracurricular activities.
- Helping ADHD students in following up the class activities and notes.

Achievements and Awards

- Certificate from Chicago University, USA for participating in the Chicago students exchange program conducted by the School of Management of De Paul Institute of Science and Technology.
- Participated in the finals of Best Management Student Contest, organized as a part of Management Student's Convention 2013 by KMA Management student's forum.
- Participated in National Cadet Corps, Republic Day Camp and Prime Minister's Rally, New Delhi-2011.
- National level Cultural Gold medal winner, National Cadet Corps, Republic Day Camp, New Delhi-2011.
- Awarded with Kerala Kaumudi Puraskar for participating in National Cadet Corps Republic Day camp 2011.
- National Cadet Corps B and C certificate holder with A and B grades respectively.
- Selected as the "Best Fresher Student" by the English Department of Union Christian college.
- Participated in State Level Kerala School Youth Festivals for different cultural events.

Personal Details

Gender - Female

Age, Date of Birth - 28 Years, 27/03/1991

Nationality - Indian

Marital status - Married

Hobbies/Interests - Listening to music, Watching movies, Cooking, Singing, Dancing, Creative arts

Extra-Curricular Activities - Music and dance professional artist

Driving license - Possess valid 2 wheeler and 4 wheeler license

Residing in - North Paravoor, Ernakulam

Availability - Immediate

Computer Knowledge

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Office Outlook
- Internet Surfing

Languages Known

| <u>Languages</u> | <u>Read</u> | <u>Write</u> | <u>Speak</u> |
|------------------|-------------|--------------|--------------|
| English | ✓ | ✓ | ✓ |
| Hindi | ✓ | ✓ | ✓ |
| Malayalam | ✓ | ✓ | ✓ |
| Tamil | × | × | ✓ |