

ANJALI. S

HUMAN RESOURCE ASSISTANT

anjalisindhuss@gmail.com

PH: 8078767243
SINDHU BHAVAN
ANCHELPETTY P.O
ONAKKOOR
ERNAKULAM
KERALA 686667



SUMMARY

H R Assistant (Post Graduate in Human Resource Management) with 1 year experience in Human Resource Management. Experience in Assisting employee recruitment and selection process, management of leave, attendance and payroll system, successfully managed multiple tasks, managed personnel files, Experience in NABH documentation. Coordinated and performed day-to-day human resources activities and general office administration. Knowledge in M S office.

EXPERIENCE

Currently working as HR Assistant at **MCS Hospital, Muvattupuzha** (Muvattupuzha co-operative Super Speciality Hospital &Research Centre).

INTERNSHIP

- Successfully completed a month long internship at **Dentcare Dental Lab Pvt. Ltd. Muvattupuzha**
- Successfully completed a month long internship at Meat Product of India Edayar

TRAINING

- Three months HR Trainee in department of Human Resource in **LISIE Hospital Ernakulam.**

SKILLS

- Assisted in the employee recruitment and selection process
- Managed the leave and attendance system
- Assisted in NABH documentation

- Successfully managed multiple tasks
- Managed personnel files. Coordinated and performed day-to-day human resources activities and general office administration.
- Communication skills
- Excellent time management and organizational skills
- Good team player and understand team dynamics
- Knowledge in MS Office

EDUCATION

Master of Human Resource Management with First Class (78%)

From Mar Augusthinose College, Ramapuram under M G University, Kottayam (2015-2017)

Bachelor of Business Administration with First Class (75%)

From B P C COLLEGE , Piravom under M G University , Kottayam (2012-2015)

Vocational Higher Secondary Education with First Class (75%)

Govt. VHSS Marady, Piravom , Ernakulam

SSLC with First Class (**73%**)

PERSONAL DETAILS

Date of Birth	:	04-09-1994
Gender	:	Female
Nationality	:	Indian
Marital Status	:	Single
Father's Name	:	Mr. Sanil Kumar
Mother's Name	:	Sindhu Sanil

REFERENCE

Dr.Thomas Mathew
Administrative Officer
MCS Hospital
Muvattupuzha
Mob: 9447039090

Lissie Hospital
Kaloor , Eranakulam
Ph: 0484-2402044

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Place : Ernakulam, kerala

Yours Faithfully

ANJALI. S