



Anju Parvathy K

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HR AND ADMINISTRATION PROFESSIONAL

CAREER OBJECTIVE

Being a committed team player, want to be a part of a renowned organization, to contribute towards the growth of the organization, where my abilities can be put to full use, gain knowledge from the work and thus grow along with the organisation.

AREAS OF EXPERTISE

- Knowledge in HR competencies
- Recruitment and corporate contact
- Relationship building and client relations
- Training and Motivation
- Office Administration
- Documentation and Filing
- Social Networking
- Software documentation

SKILLS

Technical

Operating System: Windows 98, 2000, Windows XP, Windows 7 , Windows 10.

Tools: MS Office, Word, Excel, Power Point, Microsoft project and Outlook.

E-Mailing tools: MS Outlook, Yahoo and Google.

Engineering Softwares : Basic C, Core Java

Personal

Team player

Diligent

Flexible

Good listener

Time management

Good communication skills

Honest

Friendly

Confident

Multi tasking

Organized

Adaptability

WORK EXPERIENCE

CORMENT CONSULTANTS (P) LTD

SENIOR HR RECRUITER

Location: Cochin, India

Company Industry: Recruitment firm

Job Role: HR and Administration
September 2018 – Current

Corment Consultants is mainly in Recruitment, Training and Consulting. The company is promoted by a group of professionals and consultants in HR.

Responsibilities

- Maintain corporate contacts for new vacancies
- Designing and updating job descriptions.
- Advertising the job openings in company website, social medias and various job boards.
- Sourcing candidates from different job (Naukri, Indeed, Monster etc) and social media (LinkedIn)
- Screen incoming resumes and application forms.
- Interview candidates via phone, video or face to face
- Provide shortlisted candidates to hiring managers / clients
- Schedule interviews and update feedbacks
- Ensure the candidate join the client company and initiate payment from clients/candidates
- Coordinate the recruitment team internally(team of 3) and update the requirements status in NaukriRMS
- Conduct and coordinate placement drives

SB GLOBAL RESOURCES PVT LTD

CENTRE MANAGER

Location: Cochin, India

Company Industry: Education

Job Role: HR and Administration
December 2015 – February 2016

Centre Manager for the Federal Skill Academy – A CSR project of Federal Bank which provide free courses and placement facilities for engineering graduates who are economically weak.

Responsibilities

- Management and maintenance of the whole study center
- Recruitment and selection of the students for the course
- Advertisement of the program in colleges and organizations
- Arrangement of the classes and tutors, maintaining the attendance of students and tutors
- Prepares periodic reports, and records on center projects, progress, status or other special reports for management or Federal Bank.
- Arrangement and supervision of exams, industrial visits and other academic programs
- Maintains direct contact with personnel of various outside organizations, colleges and university departments associated with center projects.
- Counselling of the students and reporting their problems to management and Federal Bank

- Reviews applications or other center documents to determine acceptance or make decisions pertaining to the center.

NABORS DRILLING INTERNATIONAL LTD

PROJECT ADMINISTRATOR

Location: ASRY, Hidd, Bahrain

Company Industry: Oil/Gas

Job Role: HR and Administration

December 2013 – April 2014

Worked for the Maintenance project of rig NABORS 660

Responsibilities

- Arranging the visas, transportation and accommodation for the company employees and 3rd parties working for the company
- Managing all the engineering drawings.
- Arranging the meeting rooms
- Assisting Project Manager and other team member
- Maintains fax machines, printers and the like & reports malfunctions to the helpdesk
- Performs other clerical duties as needed, such as filing, scanning, photocopying, and binding for the staff members
- Air ticket booking through travel agent / online and other travel arrangements of the team members
- Liaising with hotels for room reservation
- Collecting and approving the procedures as well as other documents for the organization

ENSCO OCEANIC INTERNATIONAL LTD

Project Administrator

Location: ASRY, Hidd, Bahrain

Company Industry: Oil/Gas

Job Role: HR and Administration

December 2013 – April 2014

Worked for the Maintenance project of rig ENSCO 94

Responsibilities

- Provide clerical and administrative support to project team
- Software and hardware documentation
- Assist with day to day operations of the HR functions and duties
- Visa processing and renewal of the project team members
- Transportation and accommodation arrangement
- Performs other clerical duties as needed, such as filing, scanning, photocopying, and binding for the staff member

IBS SOFTWARE SERVICES PVT LTD

Software Engineer – Release Manager

Location: Cochin, India

Company Industry: Information Technology

Job Role: Technology/IT

May 2011 - July 2012

Worked in the project HIS -NFE for the client H.I.S in Japan. H.I.S. is a leading travel company in Japan for outbound travel segment. The Fare Broker application developed for HIS consolidates published fares from the QPX system and the Negotiated fares from Soft Create system

Roles in project

1. Release Manager - Responsible for the internal releases to the Quality Assurance team for testing. A release manager serves as a liaison between varying business units to guarantee smooth and timely delivery of software products or updates. Maintaining the records of releases. Also guarantee the timely releases.

2. Unit testing - Unit testing is a method by which individual units of source code, sets of one or more computer program modules together with associated control data, usage procedures, and operating procedures, are tested to determine if they are fit for use. Ensures the modules released to Quality Assurance team free from the errors for the high quality of modules

EDUCATION

Sikkim Manipal University Completed MBA in Human Resources Management with 70%
2014 – 2016

Cochin University of Science and Technology Completed B tech in Electronics and Communication from College of Engineering Kidangoor, Kerala with 75%
2007 – 2011

INDUSTRIAL EXPOSURE

Bharat Sanchar Nigam Ltd Underwent 14 days training in Bharath Sanchar Nigam limited (BSNL) in 5 ESS Exchange, WLL, Broad Band, Power Plant , Battery , Engine and AC Plants

TELK Industrial Visit to TELK(Transformers and Electricals Kerala Ltd , Angamali , Cochin)

PERSONAL DETAILS

- Date of Birth : 28/02/1989
- Sex : Female
- Nationality : Indian
- Languages Known : English, Hindi, Tamil & Malayalam