

Anjali Tomy



 Anjali Tomy
 Ernakulam , Kerala
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 anjalitomy95@gmail.com

TRAINING & CERTIFICATIONS

- Red Cross "B" Certificate Holder
Indian RedCross Society, 2010
- NCC "B" Certificate Holder
Ministry of Defence,
Government of India, 2015
- NCC "C" Certificate Holder
Ministry of Defence,
Government of India, 2016
- Essential Competencies and Skills for HR Managers
National Institute of Personnel Management- Kerala Chapter, 2019
- One day Training Workshop on "Forms, Records & Returns as per Kerala Factories rules" on 29 Nov
National Safety Council (Kerala Chapter), 2019
- Two day training programme on "Basic First-Aid, Trauma care & Cardio Pulmonary Resuscitation
Surendran Associates- Consultants & Trainers in first-aid & pre-hospital care, 2019

Human Resources

PROFILE • ABOUT ME

Passionate in the belief that Human Resource development is essential to the growth and success of an organization that wishes to scale and achieve higher levels of profitability.

EDUCATION

- **Human Resources, Master of Business Administration** Post Graduate
Federal Institute of Science and Technology Jul 2018
Abdul Kalam Technological University – Marks 67%
Ernakulam, Kerala
- **Finance & Taxation, Bachelor of Commerce** Graduated
St Xavier's College for Women May 2016
Mahatma Gandhi University – Marks 77%
Ernakulam, Kerala
- **Commerce, 12th** Completed
Vidhyadhiraja Vidya Bhavan Higher Secondary School Mar 2013
State Board – Marks 84%
Ernakulam, Kerala
- **10th** Completed
Vidhyadhiraja Vidya Bhavan Higher Secondary School Mar 2010
State Board – Marks 86%
Ernakulam, Kerala

INTERNSHIPS

- **HR - Intern** May 2017
Big Bazaar, Future Retail Ltd - Jun 2017
Koramangala, Bengaluru, Karnataka
 - Addition & Updation of employees Provident Fund & ESIC details into SPARSH Software
 - Prepration of new employees files.
 - Addition of employees shift details in SPARSH Software

WORK EXPERIENCE

- **HR Trainee** Aug 2018
Sud Chemie India Pvt Ltd - Oct 2020
Binanipuram, Edayar, Kerala
 - Trained Interns on Projects & Office procedures.
 - Assisting HR Manager in various activities
 - Time office functions, Leave Management
 - Preparation of Labour bills

COMPUTER PROFICIENCY

MS Excel

MS Word

SAVIOUR Time Office

My Payroll Master

SKILLS

- Time Management.
- Flexible Team player.
- Decision Making
- Adaptability

LANGUAGES

Malayalam

English

Tamil

PERSONAL INTERESTS

- Reading
- Watching Documentaries & Movies
- Travelling
- Riding

PERSONAL INFORMATION

Birthday

29/08/1995

Gender

Female

Marital Status

Single

Father's Name

Mr. Tomy K

Nationality

Indian

Passport

S8970844, Expires 10/31/28

Address

Vadakkera House

East Kadungalloor U C College P

O Aluva

Ernakulam - 683102

Kerala

- Skill matrix, performance evaluation sheets
- Statutory compliance with Factories & Boilers dept., Panchayat, Labour dept. such as Licence renewal, Annual & Half yearly returns etc
- Updating & Maintenance of Contract workers Manpower
- Active participation in implementation of new HRMS Software
- Preparation of Mediclaim forms & documentation
- Preparation & Analysis of medical reports of all employees
- ESIC & EPFO Online Portal Management
- Maintaining Overtime, Leave & Training Records

Senior Executive - Human Resources Operations

Aug 2021

SH Infranet Management Solutions (LLP)

- Current

Ernakulam, Kerala

- Payroll Management, Employee Benefits & Claims & Time Office Management
- Recruitment Process & Maintaining trackers related to sourcing, recruitment, joining, PMS, Exit formalities etc
- Industrial Dispute clearance & follow up on regulatory documentation, PF & ESI Management
- Employee Engagement, Overall development & training

PROJECTS

Project

Job Satisfaction among employees in AVT McCORMIK Pvt Ltd, Vazhakulam

Period:

January 2016 - March 2016

Project

Mini Project - Stress Management among employees in Hycount Plastics & Chemicals, Always

Period:

March 2018 - April 2018

Project

Emotional Intelligence and Perceived Stress among employees in Co-operative Hospital, Thrissur

Period:

May 2018 - May 2018

CAREER HIGHLIGHTS

Multi Tasking HR & Admin

STRENGTH

- People Oriented
- Patient
- Dedicated

EXTRA CURRICULAR ACTIVITIES

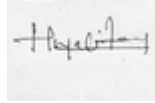
- Volunteer Work

SEMINARS

- Attended Indo-Japanese conference on "CSR & Organizational Governance"
- Attended Webinar on "Legal aspects, procedures, & Compliance skills for Prevention of Sexual Harrasement at workplace(POSH)" organised by National Safety Council (Kerala Chapter) on June 9, 2020

DECLARATION

I, Anjali Tomy, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.



Ernakulam, Kerala

Anjali Tomy