

ANEESA AS

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Aliyam Veedu (H) Malipuram P.O
Ernakulam Kerala



ABOUT ME

5 year's Experienced Corporate HR Professional with a Master degree in Business Administration. Specialised in Human resource & personnel management. Skilled and Experience in HRMS Software, Having a proven span of control of around 500+ Employees, Handled Regional profiles in prior companies.. Prior Experience in Corporate & MNC's and Well Acquainted with Mass Hiring , Interviewing, Onboarding & HR Operations, Employee Engagement, Retention Management, Client management, Vendor Management, HRBP, Office administration etc.. Looking for opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

10/2020 - Present	Chemmanur International Holidays & Resorts Ltd - (Sr. HR Executive) Recruitment On-boarding & Operations Office Administration Employee Engagement Leave & Attendance Management Employee Query & Complaints Handling Exit Management
04/2019 - 10/2020	Randstad India Pvt Ltd - (Sr.HR Consultant) Recruitment (Mass Hiring) Onboarding Client Relations Grievance Handling Employee Query Handling etc...
12/2017 - 04/2019	SBI Cards- (HR Executive) Design and implement overall recruitment strategy, Develop and update job description and job specification, Source and recruit candidates by using database, social media, job portals, Participating in jobfairs, Performing in person and telephonic interviews with candidates, Maintaining relationship with both internal & External Clients, Handling Employee Grievances, Conducting Exit interviews.
04/2014 - 06/2015	Innovsource Services Pvt Ltd - (HR Assistant) Recruitment Onboarding Operations Client relationship Office Administration

EDUCATION

2015 - 2017	Kerala University Of Fisheries & Ocean Studies MBA (HR & Finance)
2011 - 2014	MG University Bcom (CA)
2009 - 2011	Board of Higher secondary Examination Plus Two
2009	Board of Public Examination SSLC

SKILLS

- Δ Recruitment (Mass Hiring),
- Δ Interviewing
- Δ Operations
- Δ HRMS Software
- Δ Office Administration

PROJECTS

- Effectiveness Of Employee Training Programme - A Case Study Of Abad Fisheries Pvt Ltd

LANGUAGES

- Δ English
- Δ Hindi
- Δ Malayalam

PERSONAL DETAILS

- Date of Birth : 07/04/1994
- Marital Status : Married
- Nationality : India

REFERENCE

- **Sowbharani - "Quess Corp "**
Sr. HR
8678992288
- **Mariya Peter - "Randstad India "**
Regional Head
9847058198

DECLARATION

- I hereby declare that all the details furnished above are true to the best of my knowledge and belief.
Place: Aneesa AS
Date :