



ANJU LEELA PHILIP

MBA (HR and Marketing)

anjuleelaphilip@gmail.com

Ph.: 9747245574

Strengths/Skills

- Ability to cope up with different situations
- Committed team player with flexible approach towards work
- Aggressive target oriented personality and very committed towards the assignment given to me.

Technical Skill

- Basic knowledge in MS Office

Area of interest

- Listening to music
- Travelling
- Gardening

Personal profile

- Date of Birth : 16th June 1995
- Gender : Female
- Marital status : Married
- Location : Kottayam
- Nationality : Indian

CAREER OBJECTIVE

To get a challenging and stimulating job in an organisation where I can positively contribute my skills and channelize my creativity for benefit of the organisation and acquire new skills in the process.

PROFESSIONAL EXPERIENCE

- **HR EXECUTIVE (Apprentice Trainee)**
 - ✓ M.O.S.C Medical Mission Hospital, Kolenchery
 - ✓ Period of Employment- 21-01-2019 to 20-01-2020
 - ❖ Assist recruiting and staffing employees
 - ❖ Assist in employees discipline
 - ❖ Prepare the Training and Development documentation for NABH inspection.
 - ❖ Employees personal document filing
 - ❖ Assist in payroll functions
 - ❖ Assist in statutory functions

ACADEMIC QUALIFICATIONS

- **MBA (HR & MARKETING) - 75%**
 - ✓ APJ Abdul Kalam Technological University
 - ✓ Ilahia College of Engineering and Technology
 - ✓ Year of passing – 2018
- **B.COM (COMPUTER APPLICATION) - 67%**
 - ✓ MG University (Regular Scheme)
 - ✓ Indira Gandhi College of Arts and Science
 - ✓ Year of passing - 2016

Address

Malathu (H),
South Pampady PO
Kottayam,
Kerala- 686521
India

Language Known

1. English
2. Malayalam

➤ **PLUS TWO (COMMERCE GROUP) - 80%**

- ✓ Fr. Joseph Memorial Higher Secondary School
- ✓ Year of passing - 2013

➤ **SSLC – 70%**

- ✓ St. Joseph Higher Secondary School
- ✓ Year of passing - 2011

ACADEMIC PROJECT

- A comprehensive study on customer perception towards chilly powder at KKR Group of Companies, Okkal
- A study on job satisfaction among employees at Crust 'n' Crumb food ingredients Pvt. Ltd
- The influence of advertisement among consumers with special reference to Kothamangalam Municipality

ACADEMIC INTERNSHIP

- Company name : Kitex Private LTD, Kizhakkambalam
- Internship Duration : 2 months

ACADEMIC ACHIEVEMENTS

- Coordinated South Indian Management Fest (Agora) for UG and PG level students
- Participated in Management fest conducted in South India level
- Attended KMA Management Students Convention

REFERENCE

1. Adv. Bejoy K Thomas

Head – Human Resources

M.O.S.C Medical Mission Hospital, Kolenchery, **0484 2885423**

2. Vineesh T.A

HR Officer

M.O.S.C Medical Mission Hospital, Kolenchery, **0484 2885677**

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and belief

Place: Kottayam

Date:

ANJU LEELA PHILIP