

# ANWAR SHAH P.M

Email : [anwarshah076@gmail.com](mailto:anwarshah076@gmail.com)

Mobile no: 9744885385

## SKILLS

•Human Resource Development •Fire Safety Management •Risk Management •Strategic Planning •Employee Training • Microsoft Word •Team Building •Operations Management •Human Resource Planning •Fire fighter •Business Development • HR Policies •InterpersonalSkills • Microsoft Excel •Microsoft Office • Presentation skill.

## PROFESSIONAL EXPERIENCE

MONTH 2021 - PRESENT

- HR Officer and Student Counselor at H.E.C.A.from March 2021 to till date.

## KEY RESPONSIBILITIES

- Sourcing freshers and experienced candidates through institutions and social media, coordinating their interview process.
- Impart language training to Aspirants shortlisted for interview with various clients.
- Documentation and Emailing, coordinating with clients.
- Approach corporate to seek information on vacancies available for freshers and experienced.
- Follow up with graduates, experienced professionals and corporate clients.
- Advertising the upcoming vacancies and follow up with candidates.
- Employee relation and talent management, training and development, compliance and sustainability, compensation and benefits, admin and support.
- Design hiring plans for all departments based on seasonal needs.
- Organize employee records, like attendance, payment section

## PROFESSIONAL QUALIFICATIONS

- 1.Advanced Diploma in Human Resource Management from H.E.C.A. Kochi. Certifying authority,Bharat Sevak Samaj Vocational Education.[2021]
- 2.Entrepreneurship and Corporate Skills - H.E.C.A.Certificate Training in Entrepreneurship and Corporate skills.[2021]

## **ACADEMIC QUALIFICATION**

1. Bachelor's Degree in Botany and Biotechnology from Kerala University. [2017 to 2020][Awaiting result].
2. +2 Kerala State Board. [2015 to 2017]
3. 10th Kerala State Board. [2014 to 2015]

## **PERSONAL DETAILS**

- D. O. B - 30/07/1999
- Martial status - Single
- Language known - English, Malayalam, Hindi
- Address - Badhriyyas [pallickatharayil] kaduvinal P. O Vallikunnam, Alappuzha, 690501.

## **DECLARATION**

I hereby state that the above mentioned information I have submitted is true to the best of my knowledge.

Date: 07/02/2022

Name : ANWARSHAH