



FERDINENT ANSON

Objective-driven professional, offering a career of **over 3 years** of experience, targeting challenging assignments in **Recruitment, Welfare, ESI, PF & Payroll**

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Profile Summary

- **Functioned in full cycle recruitment** including stakeholder engagements, analytical reviews, Professional employment exchange, regular employment exchange and management reporting
- **Acted as a custodian** of contract (trainee/apprentice) and full time workers.
- **Managed daily HR Activities** such as evaluation, Contract (Creation / Termination & Amendments). Monitoring and evaluating workers in weekly regular basis. Training, assigning, communicating job expectations and adhering to policies and procedures for employees.
- **Maintained adherence to organization** ensured accurate and compliant files and records in line with company policies and government regulations



Education

- **MA in HRM** from University of Kerala, Trivandrum, Kerala in 2017
- **Bachelor of Commerce** from University of Calicut, Calicut, Kerala in 2015



Achievements

- Third Rank, **MAHRM-** University of Kerala. 2015-2017
- **Business Quiz** Prizes in various Management Fest & Coordinator of Management Fest Team @ SCAS, Kodakara. 2012-2015



Internships

- **Sangar Overseas**, Gurugram, Haryana
- **English Indian Clay Ltd**, Trivandrum
- **Hykon India (P) Ltd**, Thrissur



Core Competencies

Full Cycle Recruitment

Strategic Planning

ESI & PF

Welfare Activities

Applicant Tracking Systems

Reconciliation

Risk Management

Preparation of Notices and Reports

Problem-solving



Position Held

- **Team Coordinator** (Management Fest Team)
- **Coordinator** (National Service Scheme)



Work Experience

May'18 – Jun'19 & Feb 21 - Working

Travancore Cochin Chemicals Limited. Udyogmandal - Kochi

Key Result Areas:

- **Recruitment** through Employment and Professional Employment Exchanges
ESI, PF Registration, Accident Report Entry and PF return.
- Ensured manual and electronic personnel files and records are maintained accurately, timely and efficiently and Coordinate and administer all paper flow within the Division.
- Dealt with data management in **NATS** and **Apprenticeshipindia** portal for apprentices; Creation of Contract, Adding Attendance and performance, Amendment of contract and Termination.
- Operations & Filing, Maintaining Registers,
- Assisting Welfare Officer in other **HR activities.**
- Sound Knowledge of **HALPPS & ISM** Software

Jul'19 – Nov'20

Queen Mary Gifts & Textiles (p) Ltd – Chalakudy, Kerala

Key Result Areas:

- **Full cycle recruitment**, selection and on-boarding of new team members
- Helped to **develop and communicate the organization's policies and procedures.**
- Strong relationships with **local organization** and learning and development **suppliers.**
- **Maintained files and records** in written and electronic formats for the purpose of providing an up-to-date reference and audit trail for compliance.
- Participated in the development of **employee retention and appreciation initiatives.**
- **Monitored and organized inventory** while effectively tracking new services and products for sales.



Technical Skills

- MS Office Suite (Excel, Word & PowerPoint)
- Usage with windows
- SPSS
- Halpps
- ISM



Personal Details

- **Date of Birth:** 30th June 1994
- **Address:** Thathampilly House, Melur P.O, Chalakudy (Thrissur Dt.), Kerala
- **Languages Preference:** English, Hindi, Tamil & Malayalam



Reference

- Mr. Shibu S. Dev, Manager-HR, The Travancore Cochin Chemicals, Ltd, Kochi, Ph: 7736045052
- Dr. Prakash Pillai R., HOD-Dept. of Personnel Management, LCSS, Trivandrum, Ph: 9447865148