



HARITHA ANIL C A

HR Executive



CONTACT



harithaanil129@gmail.com



9496248029



<http://www.linkedin.com/in/harithaanilca>



SKILLS

- Effective communicator
- Growth oriented
- Positive attitude and hardworking
- Good analytical and problem-solving skills
- Confident and co-operate with rules and regulations of the firm



SOFTWARE SKILLS

- Diploma in Office Automation and DTP
- Computerised Accounting



ADDRESS

Chathanchery Parambil, Harichandanam
Souparnika Nagar, Govt.press (po.)
Kulappully, Palakkad – Pin: 679122



PROFILE SUMMARY

MBA graduate specialized in HR & Marketing from University of Calicut and currently working as an **HR Executive** at futuremug, Trivandrum. Seeking to obtain a role in a dynamic company where I can contribute to its success through my experience and skills, while also to learn new things from the company and develop my career as a Human Resources professional.



EXPERIENCE

Process Associate

Aiesys Pvt. Ltd., Kochi

June 2021 – July 2021

HR & Operations Intern

futuremug, Trivandrum

Oct 2021 – Mar 2022

- Technical interview coordination of QuEST Global
- HR interview coordination of QuEST Global
- Lead and coordinate Group Discussion round for QuEST Global
- Preparing reports for the interviews from the database
- Uploading results of candidates into the database
- Verification of profiles for various job positions
- Maintaining database about the candidates for further verification
- Cold calling & candidates follow-up
- Sourcing candidates for various job profiles
- Verifying jobs and posting jobs in various job sites, portals etc.

HR Executive

futuremug, Trivandrum

Apr 2022 – Present



EDUCATION

School of Management Studies, Kuttippuram

University of Calicut

Master of Business Administration

2020

M.P.M.M.S.N. Trust College, Shoranur

Bachelor of Business Administration

2018

S.N. Trust Higher Secondary School, Shoranur

Board of Higher Secondary

2015

T.R.K High School, Vaniyankulam

Board of Public Examination

2013



LANGUAGES

English



Malayalam



Hindi



PERSONAL DETAILS

Date of Birth : 30-March-1997

Gender : Female

Nationality : Indian

Marital Status : Single



REFERENCE

Available on request



PROJECTS

- A study on employee satisfaction towards safety and welfare measures at Malabar Cements Ltd.
- A study on the effectiveness of online shopping among youth.



CERTIFICATIONS

- Certificate in **Diploma in Office Automation & DTP.**
- Certificate in **Computerized Accounting.**
- Certificate of Merit in **National level Management Fest.**
- Certificate for conducting **South Indian Management Meets.**
- Participated in **Management Fests.**

AREA OF INTERESTS

- Human Resources
- Industrial Relations
- Business Administration

DECLARATION

I hereby declare that all the details furnished here are true to the best of my knowledge and belief. I will put in hundred percent of my ability for the better improvement and progress of the establishment and it shall be my endeavor to achieve maximum benefit to the firm.

HARITHA ANIL C A