



ANILA A

Human Resource Professional

PROFILE

An enthusiastic and dedicated professional willing to build corporate connections. Being an HR professional, it is the privilege to be part of the most valuable decision-making processes that are to be carried out in the organization. Multitasking individual with strategic thinking and crisis management skills.

CONTACT

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SKILLS

- Recruitment
- Management
- Communication
- HR Analytics
- Team work
- MS Word, Excel, PowerPoint
- SPSS

LANGUAGES

- English (R/W/S)
- Malayalam (R/W/S)
- Tamil (S)
- Hindi (R/W)

EDUCATION

MBA - HUMAN RESOURCES AND DIGITAL MARKETING

2020 - Pursuing

RVS Institute of Management Studies and Research, Coimbatore, Tamil Nadu - Bharathiar University (82%)

B. COM - FINANCE

2017 – 2020

MES Kalladi College, Mannarkkad, Palakkad, Kerala - Calicut University (65%)

HSE

2015 – 2017

Higher Secondary School, Mundur, Palakkad, Kerala (86%)

EXPERIENCE

IFORTIS WORLDWIDE - HR Management Trainee

02/08/2021 – 02/09/2021

Top skills covered through this internship are,

- Talent Acquisition
- Recruitment
- HR Administration & Shared Services
- Communication
- Employee Relations & Risk Management

SHANTIDHAM FOUNDATION – HR Intern

08/07/2021 – 08/09/2021

- Developed Communication
- Connected different NGO's all over India
- Worked actively for PWDs (Person with Disability)
- Client interaction

CERTIFICATIONS

- Certified in "Preparing to Manage Human Resources" course from University of Minnesota.
- Completed "Customer Segmentation and Prospecting" under Northwestern University.
- Completed "Connecting with Sales Prospects" under Northwestern University.