

Anil Franklin

📍 15/-894F, Nazareth P.O, Cochin-2, North Moolamkuzhy

✉ anilfranklin101@gmail.com

☎ +919633467163
skype-anil.franklin

CAREER OBJECTIVE

Seeking a successful and satisfying career in Talent Acquisition management which will require me to apply my experience and education to make an immediate contribution to the organization and assist in the accomplishment of its goals.

CORE COMPETENCIES

- HR Operations
- HR-MIS Reports Preparation
- Joining Formalities(On boarding)
- HRIS/HRMS Shared Services/Helpdesk
- IT Recruitment
- Head Hunting
- Recruitment and Selection
- Talent Acquisition
- Employee self-service
- Non IT Recruitment

EDUCATION

Qualification	INSTITUTE	BOARD / UNIVERSITY	YEAR
PGDB	Auckland University of Technology	Auckland University of Technology, New Zealand	2011
B.B.A	Siena Collage of professional Studies	Mahatma Gandhi University, Kottayam	2009
Plus +2	St. Sebastian's Higher Secondary School	Kerala Higher Secondary Examination Board	2006
S.S.L.C	Sri Cochin Gujarati Vidhyalaya	Kerala State Education Board	2004

CERTIFICATION COURSES

- ♦ **Certified Human Resource Professional** - International Institute of Human Resource Bangalore (ISO,IAF,UKAS). Grade A+

COMPUTER PROFICIENCY

- End User and hands on experience Greythr (HRIS) also have working knowledge in, MS-Word, Excel, Power Point presentations and Advanced Excel reports i.e., pivot table, Vlook up etc, which is used prepare to MIS reports.

WORK EXPERIENCE

- **Fragomen Immigration Services India Private Ltd Cochin, Kerala**
Business Immigration Analyst
(February 2018- April 2020)

Collection of Documents from Partner office and foreign nationals, Preparation of Immigration letters and forms, Immigration Co-ordination with partner office in USA, Consolidation of documents as per US immigration policy, filling of forms, preparing invoice, Quality assessment and Delivery, Case reviews for I-485SUPPJ, EAD/AP applications, Preparing H-1B, H-1b CAP Visa Forms and letters. Tracker Handling, Monthly reporting.

- **Cloud Partner India Technologies LLP, Cochin, Kerala**
HR Executive- Recruitment
(November 2014 - January 2018)

Responsible for various clients IT and Non Recruitment (Talent Acquisition), advertising the job positions in various media and Selection & short listing the candidates. Sourcing the possible candidates via the sourcing procedures like job portals, walk-ins, employees' references, followed by short listing of candidates. Plan interview and selection procedures, including screening calls, assessments and in-person interviews. Research GAP in recruitment needs, preparation of Manpower requisition form from clients.

Conducting preliminary round of HR Interview to evaluate communication, interacting with the candidates, giving them a brief about the position and checking their position fitment and scheduling them for further round of Interviews. Manage business letters related to employee's offer & appointment letter, service agreement, background verification, allowances, request for evidence, transfer related documentation etc. and providing required information. Coordinating with Hiring managers to identify staffing needs. Design job descriptions and interview questions that reflect each position's requirements. Lead employer branding initiatives. Forecast quarterly and annual hiring needs by various clients.

- **NGA Human Resources India Private Limited, Cochin, Kerala**
HR Associate
(May 2013- Sep 2014)

Learning and development Administrator for NGA's clients of Asia pacific, mainly Australia. Preparing and Sending learning mandate reports to clients on a weekly basis and various on demand reports. Handing various training related queries and Web based learning queries from the employees and clients and solving them within the Turnaround Time. Preparation of daily, monthly, Q1-Q4, training calendar and post on HRMS via remote desktop. Notify Students and trainers on upcoming approved training programmes.

Co-ordinate and maintain the organization's orientation program for new staff and volunteers that includes service and position specific checklists. - Coordinating the training classes using different NGA HR learning tools, validating the training request form received, publishing the requirement within the SLA date, updating the data to the classes and multiple follow ups.

- **Pyramid Human Resources Consultancy, Pondicherry**
HR Recruitment Consultant
(August 2012- April 2013)

Serving as a liaison with area employment agencies, colleges, and industry associations. Recruitment Outsourcing, Conducting Collage walk-ins for the position pitched from various companies.

Talent acquisition budgeting. Sourcing the candidates from job portals for various companies. Performing in-person and phone interviews with candidates.

Coordinating interviews with the hiring managers and client. Selection of candidates in initial round of interview and coordinating and directing the eligible candidates for client interview. Closing the vacant position within TAT. Preparing recruitment tracker and raising the invoice and collection of payment for closed positions.

- **Countdown Super Markets, New Zealand**
Super Market Assistant
(December 2010- July 2012)

Assist the sales Department. Counter selling the food products. Resolve the customer quires regarding various food products. Pack the food products as per food standard policy.

Act as check out assistant during peak hours. Record the temperature of various food products using monitoring equipment and record them for quality purposes. Print the barcode and place necessary RFID tags and stickers on valuable products.

PERSONNEL DOSSIER

Date of Birth	: 10/Sep/1988
Nationality	: Indian
Languages-	: English, Hindi and Malayalam
Passport Number	: Z3706428 (valid till 28/04/2026)