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# ANJANA K R

## HR EXECUTIVE

## Work Experience.

BetterLife Financial Services,Kochi Nov 2020 - Present  
**HR EXECUTIVE**

- Posting job on various job portals
- Resume screening and shortlisting
- Conducting initial interviews and scheduling interviews
- Conducting induction programs and scheduling training for new joiners
- Maintaining Employee documents and records
- Monitoring employee's performance and scheduling performance review

## Education.

**CUSAT** 2020

MBA HR and Operations  
7.41

**MG UNIVERSITY** 2017

BCOM COMPUTER APPLICATIONS  
7.78

**KERALA STATE BOARD** 2014

PLUS TWO  
81

**KERALA STATE BOARD** 2012

10TH  
80

## About me.

I seek challenging opportunities where I can fully use my skills for the success of the organization and for broadening and enhancing my skills and knowledge.

## Achievements

Won "BUSINESS LEADER" Award for leading and building the team.

## Internship

Cochin Shipyard Limited

## Projects

Employee Welfare activities at Cochin Shipyard Limited

Locus of control and occupational stress among IT employees

Brand preference of customers

## Skills

MS PowerPoint

MS Word

MS Excel

Tally ERP9

## Interests

Listening Music

Watching Movies

Cooking