

# Anitta Mathew

## Senior HR Executive

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### PROFESSIONAL SUMMARY

Innovative, forward-thinking Human Resources professional with experience in the areas of Recruitment, On-boarding, Manpower Planning, Training and Development. Policymaking and implementation, setting hospital as per NABH standards. Assisted in internal and external NABH and NABL audits and also in payroll processing. Strong interpersonal and communication skills, an expert in conducting negotiations, and ability to interact with employees of all levels. Consistently strives for excellence while upholding policies, procedures, and regulations. Success in developing and executing new hire orientations, maintaining employee databases, and human resource information systems.

### EXPERIENCE

#### Mount Zion Medical College Hospital, Adoor

##### Senior HR Executive

FEB 2022 - APR 2022

#### 1. Senior HR Executive

- ❖ Making policy required for the HR department and implementation of the same for the smooth functioning of the department and the organization.
- ❖ Setting the HR department on the basis of NABH standards and implementing the same in the department.
- ❖ Automation of data for recruitment, offer preparation, and training.
- ❖ Creation and implementation of HR forms like HR Requisition, Employment Application, Joining report, Credentialing, Attendance, Training Evaluation and Training evaluation summary form etc...whichever is needed for the smooth functioning of the department.
- ❖ Setting SOPs for the standard functioning of the department.
- ❖ Make sure that the department is functioning as per NABH standards.
- ❖ HR Strategy creation and execution.
- ❖ Coordinate quality activities as per the direction of the Quality Manager.
- ❖ To focus on continuous Quality Improvement throughout the organization, through constant effort to result in quality improvement.
- ❖ To coordinate and conduct quality improvement activities such as internal audits, process audits, compile the same & report to management as necessary.
- ❖ To conduct various training programmes for all the staff on quality-related activities like Emergency Codes, Committees, Occurrence Variance Report and Corrective Action & Preventive Action.
- ❖ Induction programme for all new joiners related to Quality Improvement



### PERSONAL DETAILS

Address : Nakshatra  
Thalavoor P.O  
Naduthery  
Pathanapuram  
Kollam, 691508

D.O.B : 27 March 1997

Age : 25 Years

Gender : Female

Marital Status: Married

Spouse : Mr.Sanju Varghese

Nationality : Indian

Passport No : S0875826

COVID-19 Vaccination :-

Vaccine Name : COVISHIELD

No. of Dose : 03

Date of Dose :-

1/2 : 25 Jan 2021

2/2 : 08 Mar 2021

Precaution : 10 Jan 2022

Programmes.

- ❖ To perform any other quality-related responsibilities or assignments given by the HOD from time to time.
- ❖ To be responsible for maintaining proper filing systems and compiling records of office activities of Key Performance Indicators.
- ❖ Responsible for compilation and Analysis of Occurrence Variance Report.
- ❖ Collecting, compiling, monitoring and reviewing data of Key Performance Indicators from different areas in the Hospital.
- ❖ To be responsible for keeping all the documents related to accreditation.
- ❖ Responsible for vertical and horizontal data collection, compilation and presentation of patient Feedback and committees on a Weekly/Monthly basis in the NABH Core Committee.
- ❖ Compilation and analysis of patient feedback from Quality office
- ❖ Responsible for maintaining the confidentiality and effective security of information
- ❖ To be responsible for the complete documentation of the Hospital Quality and Apex manuals.
- ❖ Assisting and guiding departments in creating their respective departmental manuals and documentation of the same.
- ❖ Keeping track of completion, updates and amendments of all hospital manuals.
- ❖ Formatting the hospital and departmental manuals
- ❖ Assist in the review of these manuals at appropriate intervals.
- ❖ Keeping a record of all amendments and the details of the same
- ❖ Keeping the Master record of all hospital Policies and Standard operating procedures
- ❖ Maintaining a proper filing system and compiling records of office activities.
- ❖ Ensure adherence to NABH standards and other relevant quality standards in all processes.
- ❖ Training the employees to streamline the NABH process.

## **Believers Church Medical College Hospital, Thiruvalla**

*HR Executive*

MAY 2018 - OCT 2021

### 1. RECRUITMENT AND ONBOARDING

- ❖ Understanding and collecting the Manpower requisition from the concerned Department and updating the same in Google sheets.
- ❖ Sourcing candidates that match the desired skills.
- ❖ Screening the candidates by conducting telephonic interviews as the case may be.
- ❖ Encouraging the employees to provide references for better prospects.
- ❖ Schedule, Organize and conduct Interviews for the relevant candidates.
- ❖ Communicating the employment status to the applied candidates.
- ❖ Maintaining and updating the database of the candidate.
- ❖ Doing a background verification of the shortlisted candidates.
- ❖ Communicating offers to the selected candidates and persuading them to join the institution.
- ❖ Arranging for the Pre-Medical checkup of the shortlisted candidates.
- ❖ Credentialing and Proper Filing of relevant documents of a new joiner as required.
- ❖ Getting all the initial joining formalities like the forms including statutory forms.
- ❖ Issuing Offer Letters to the new joiners.
- ❖ Issuing ID Cards to the employees.
- ❖ Preparing service records as per the statutory claims.

## **EDUCATION**

**Annamalai University,**  
Coimbatore  
***MBA in Human Resource Management***  
(Correspondence)

AUGUST 2019 - MAY 2021

Grade: B  
CCPA: 7.6

**Marian College, Kuttikkanam**  
**MG University**  
***Bachelors in Business Administration*** (Regular)

JULY 2015 - MARCH 2018

Grade: A  
CCPA: 8.83

## **OTHER QUALIFICATION**

- ❖ Certified professional for Quality Implementation in Hospitals (CPQIH- Basic)

## **ACHIEVEMENTS**

- ❖ Competent to handle recruitment and selection, training and development, performance management, file management and other areas of the HR department
- ❖ Interviewed more than 700 candidates across the board in a year.
- ❖ Recruitment and Onboarding of more than 1000 staff across the board.
- ❖ Competent to handle HRMS software.
- ❖ Implemented new training methodologies.
- ❖ On a process of setting the HR department based on NABH

- ❖ Introducing him/her to the team and supervisor /or Manager.
- ❖ To enroll the candidate's profile in HRMS on a joining basis and ensure the data accuracy at all levels and also make the changes in HRMS if any.
- ❖ Providing the initial registration of the biometric punching to the new joiners.
- ❖ Issuing JD to the new joiners and filing the same in their personal file.
- ❖ Enquiries handling and Telephonic replies.
- ❖ Managing the project, case study, internship, and observership candidates, maintaining the documentation of the applications.
- ❖ Prepare and Issue all kinds of certificates to the staff.
- ❖ Assigning works to the observers and Trainees.
- ❖ Employee personal File Management.
- ❖ Arranging accommodation for the staff, maintaining documents, and monthly auditing.
- ❖ Documentation of various records and files in a professional manner and ensure safe custody of the same.
- ❖ Maintain applicant/employee confidentiality in accordance with our data protection policy and procedure.
- ❖ Undertake other duties from time to time as required by the Supervisor/Head of HR.

## 2. TRAINING AND DEVELOPMENT

- ❖ To organize, and administrate training programs and events as required – Schedules location, date/time, materials, and attendance.
- ❖ Identify and assess the future and current training needs through job analysis, career paths, performance appraisals and consultation with HOD and supervisors.
- ❖ Monitor and evaluate the training program's effectiveness, and success periodically and report on them.
- ❖ Responsible for preparing the annual calendar and updating the training calendar on a day-to-day basis.
- ❖ Documentation and proper track of employee attendance and training programs, records as per the NABH Standards.
- ❖ Communicates data and reports to the supervisor as needed.
- ❖ To keep accurate training records that are comprehensive and up to date.
- ❖ Evaluation of training booklets and their timely completion.
- ❖ Issuing of Training Certificates.
- ❖ To deal with enquiries relating to training and development.
- ❖ To build a useful relationship with external learning providers or facilitators.
- ❖ Conduct orientation sessions and arrange on-the-job training for new hires.
- ❖ Review recruitment policies to ensure the effectiveness and fairness of selection techniques and recruitment programmes.
- ❖ Continually lookout and adopt HR recruiting best practices involved.
- ❖ Play an active role in training and monitoring the interviewer in the interview and selection process utilizing behavioural interviewing techniques.
- ❖ Preparation and issuing of welcome kits to the new joiners.
- ❖ Ensure NABH Training needs are accomplished with compliance.
- ❖ Assist salary processing, check attendance of new joiners, providing hostel deduction list and training cost deduction list on a monthly basis at the time of salary processing.
- ❖ Conduct exit interviews with separating employees and compile and report trends to management for action.
- ❖ Drafting and Updating HR manuals and policies.

standards.

- ❖ Additional responsibility as Quality Coordinator.

## SKILLS

- ❖ Communication & Interpersonal skill
- ❖ Administrative expert
- ❖ HRM knowledge and expertise
- ❖ Managing prioritize
- ❖ Proactivity
- ❖ Advising
- ❖ Coaching
- ❖ Recruitment and Selection
- ❖ Command of technology
- ❖ Being analytical and data-driven
- ❖ Influence and motivate others
- ❖ Active listener
- ❖ Well being evangelism
- ❖ Teamwork
- ❖ Organization
- ❖ Time Management
- ❖ Confidentiality
- ❖ Flexibility and adaptability
- ❖ Dependability
- ❖ Facilitate change
- ❖ Smart work
- ❖ Innovative
- ❖ Leadership
- ❖ Problem-solving
- ❖ Attention to details
- ❖ Negotiation
- ❖ Coordination
- ❖ Event management
- ❖ Creativity
- ❖ Manpower Planning

## LANGUAGES

English	— C1
Malayalam	— C2
Tamil	— A1

### 3. HRMS

- ❖ Responsible for managing the human resource information systems database (HRMS) and necessary updations /Implementation on a timely basis.
- ❖ Coordinating and overseeing the implementation of HRMS, Enhancement of modules as well as integration into existing processes, keeping in mind the vision of the department.

### REFERENCES

- ❖ Mrs. Sudha Mathew  
Head- Human Resources  
Believers Church Medical College Hospital, Thiruvalla  
Email:sudhamathew@bcmch.org  
Ph:+91 9845131598
- ❖ Mrs. Nissy Eapen  
Junior HR Officer  
Believers Church Medical College Hospital, Thiruvalla  
Email: nissyeapen@bcmch.org  
Ph:+91 9744609490

### DECLARATION

*I solemnly declare that the information furnished above is free from errors to the best of my knowledge and belief.*

**Anitta Mathew**