

ANEESHA P R

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North Kalamassery Ernakulam Pin
: 683104

👤 Aneesha Ranjith



OBJECTIVE

Seeking a challenging position in a reputed organisation where I am constantly pushed to use my skills and abilities in an innovative manner to ensure that the integrity of the organization is enhanced and I can add value to the company

EXPERIENCE

2022 -
Present

Star Enterprises

HR Recruiter

- Handled End to End Recruitment cycle: Sourcing, Screening Profiles, preliminary discussion, Scheduling interviews, coordinating with the technical panels and candidates, Salary negotiation, Reference Check, offer process, pre/post Offer follow-up, on boarding process and documentation
- Solid experience in job portals (e.g. Nakuri, Monster)
- Sourcing, screening and short listing the profiles as per skill, domain, project suitability and budget.
- Coordinated and scheduled interviews for the candidates based on panels availability.
- Worked closely with managers based on business needs for immediate and future requirements and closed the positions within the time-frame
- Good experience in interview process which includes creating jd, posting a job, conduct preliminary interview, scheduling interview etc
- Utilized Job portals / Employee Referrals / Social Networks / Internal Database for closing the open demand

2019 -
2022

Jobstars india

HR Recruiter

- Responsible for handling IT requirements and Non-IT requirements from Sourcing from Job Portals (Monster, Indeed, etc).
- Calling the candidates
- Verifying the candidates details
- Submitting the profiles to the client
- Also reviews, reformat and presents resumes to hiring managers.
- Follow up with the candidate and client Interview, offer, negotiation and closed candidates for assigned requisitions.
- Going for Client meetings

2017 -
2019

Vivo Sevice Center
FDO Cum Inventory

- Handling customer complaints, provide appropriate solutions and altrrnative within the time limits;follow up to ensure resolution.
- Resolving issues and troubleshooting technical problems discussing with service engineer
- Collecting and analyzing customer feedback
- Processing orders and transactions
- Inventory management
- Stock verifying and sorting materials and sending them to preferred areas

- 2016

Central Marine Fisheries Research Institute
Data Entry Operator

- Entering Customer and account data from source documents within time limit.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting anu incompatibilities and checking output.

EDUCATION

2011

Kerala State Syllabus
SSLC
80%

2013

Kerala State Syllabus
PLUS TWO
87%

2016

MG University
B. Com Taxation
2.1 Aggregate

Pursuing

Annamalai University
MBA HR& OPERATIONS

SKILLS

- Microsoft Office
- Google Sheets
- Google Forms

INTERESTS

- Reading Books
- Listening music
- Travelling

LANGUAGES

- English Malayalam Hindi

PERSONAL DETAILS

- Date of Birth : 15/08/1995
- Marital Status : Married

REFERENCE

- **RamGanesh - "Jobstars India"**
HR Manager
6282017734
- **Sathya - "Waves IT Services"**
HR Manager
9566205469



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