

RESUME



ANJUMOLE.S

Lalbhavan

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OBJECTIVE

My carrier objective is to placed in q reputed organization ,maintain and enhance human resources productively in an organization, developing strong manpower, identifying talent and deploying professional development programs in order to achieve organizational goals and full fill employee needs.

EXECUTIVE SUMMARY

- Graduated in BSc Botany from St.Thomas college Ranni
- Initiated to taking seminars and presentations during the academic period
- Submitted many mini projects and main projects on various topics
- Work as an intern in United Electrical Industries Limited ,Kollam under the HR Department
- Coordinate management fest 'ZIORA17'during MBA

PROFESSIONAL PROFILE

Company Name- Holyland Employment Consultancy

Nature of Business- Training & Employment for nurses to Israel

Designation-Public Relations Officer

Duration of employment-02/10/2019 Till Present

Responsibilities handled:

- Target oriented Admission handling
- Tele calling
- Co-ordinating the documents verification process for prospective clients

- Managing classes for Hebrew fundamentals, caregiver training
- Social media marketing to identify potential customers
- Followup with mail enquiries

Company name: United Electrical Industries Ltd

Designation: Hr Intern

Duration: 45 days [07/06 /2018 – 20/ 07/2018

Responsibilities handled

- Attendance taking
- File keeping
- Passing leave application from employees to top management
- Assisting senior HR for Documentation

PROJECT

- Project on the topic “ Effectiveness of HR Policies and Procedures in Traco Cable Company Ltd, Thiruvalla

EDUCATIONAL QUALIFICATIONS

MASTERS IN BUSSINESS ADMINISTRATION, MOUNT ZION SCHOOL OF BUSINESS MANAGEMENT , KADAMMANITTA

- Specialized in HR and Finance

BACHELOR OF SCIENCE , ST.THOMAS COLLEGE ,RANNI

- Specialized in Botany

HIGHERSECONDARY EDUCATION, G.H.S.S ,EDAMURI

- Specialized in Biology Science

HIGH SCHOOL EDUCATION , B.A.H.S CHERUKULANJI

Technical Skills

- Diploma in Financial Accounting
- Know how to use MS office

PERSONAL STRENGTHS

- Positive thinking
- Responsibility
- Flexible
- Straight forward

PERSONAL PROFILE

Name of Father	Simon K.A
Date of Birth	11/11/1995
Marital status	Single
Sex	Female
Nationality	Indian
Religion	Christian, Catholic
Languages known	English, Malayalam, Tamil, Hindi

DECLARATION

I hereby declare that the above finished details are true and correct to the best of my knowledge and belief.

Place

Date

ANJU MOLE.S