

Anitta Mathew, MBA-HR, CPQIH

HR Executive

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PROFESSIONAL SUMMARY

Strategic, Innovative, and forward-thinking Human Resources professional who translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. 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. Genuine influencer who thrives on tough challenges and translate visions and strategies into actionable, value-added goals.

PROFESSIONAL EXPERIENCE

Believers Church Medical College Hospital, Thiruvalla

HR Executive (MAY 2018 - OCT 2021)

BCMCH is an NABH and NABL accredited 750 bedded super specialty hospital, located at Thiruvalla with more than 2000 employees.

RESPONSIBILITIES HANDLED

- ❖ Design and develop various recruitment programs.
- ❖ Maintain contact network for qualified candidate recognition and sourcing.
- ❖ Screening the candidates by conducting telephonic interviews.
- ❖ Schedule, organize and Interview qualified candidates for the relevant job positions.
- ❖ Utilize online recruiting services in researching and contacting candidates.
- ❖ Create and disseminate job advertising to various social media.
- ❖ Maintaining and updating the applicant tracing database.
- ❖ Prepare and issue Job description to selected candidates.
- ❖ Conducted applicant testing, skill sets check, credentials check, background checks, and reference checks.
- ❖ Onboarding and induction of new joiners.
- ❖ Enquiries handling and Telephonic replies.
- ❖ Supervise and coordinate internship students.
- ❖ Developing policies and implementation of the same for the smooth functioning of the department and the organization.
- ❖ Setting SOPs for the standard functioning of the department.
- ❖ Drafting and Updating HR manuals and policies.
- ❖ 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.
- ❖ To organize, and administrate training programs and events as required – Schedules location, date/time, materials, and attendance.
- ❖ Preparing Annual training calendar and actual calendar.



HR QUALIFICATIONS

- ❖ Talent Acquisition
- ❖ Manpower/Workforce Planning
- ❖ Job Evaluation and analysis
- ❖ Staff Coaching and Mentoring
- ❖ HR Administration
- ❖ Talent Management
- ❖ Pre-employment Screening
- ❖ Training and Development
- ❖ Recruitment and Selection
- ❖ Leadership Development
- ❖ HR policy and process
- ❖ HRMS/HRIS knowledge and expertise
- ❖ Performance Management
- ❖ Training needs assessment
- ❖ Employee engagement
- ❖ Candidate tracking
- ❖ Salary and benefits negotiation.
- ❖ Customer services
- ❖ Compensation analysis
- ❖ Candidates pipeline management
- ❖ Documentation and control
- ❖ KPI updating
- ❖ Enrollments
- ❖ Confidentiality
- ❖ Assigning tasks
- ❖ HR strategy

SKILLS

- ❖ Administrative expert
- ❖ Managing prioritize
- ❖ Proactive & Smart work

- ❖ 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.
- ❖ Issuing all kind of Certificates to the employees.
- ❖ Conduct orientation sessions and arrange on-the-job training for new hires.
- ❖ 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.
- ❖ 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 programs for all the staff on quality-related activities like Emergency Codes, Committees, Occurrence Variance Report and Corrective Action & Preventive Action.

EDUCATION

Annamalai University, Chidambaram
MBA in Human Resource Management (Correspondence)

AUGUST 2019 - MAY 2021

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

JULY 2015 - MARCH 2018

OTHER QUALIFICATION

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

ACHIEVEMENTS

- ❖ Interviewed more than 700 candidates across the board in a year.
- ❖ Recruitment and Onboarding of more than 1000 staff across the board.
- ❖ Organized and conducted Job fair for more than 1000 candidates.
- ❖ Competent to handle HRMS software.
- ❖ Implemented new training methodologies.
- ❖ Competent to handle recruitment and selection, training and development, performance management, file management and other areas of the HR department.

DECLARATION

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

Anitta Mathew

- ❖ Communication & Interpersonal skill
- ❖ Advising
- ❖ Command of technology
- ❖ Being analytical & data-driven
- ❖ Influence & motivate others
- ❖ Active listener
- ❖ Team work
- ❖ Time Management
- ❖ Confidentiality
- ❖ Flexibility and adaptability
- ❖ Dependability
- ❖ Facilitate change
- ❖ Innovative & Creativity
- ❖ Multitasking
- ❖ Leadership
- ❖ Problem solving
- ❖ Attention to details
- ❖ Negotiation
- ❖ Coordination
- ❖ Event management
- ❖ Microsoft Office

REFERENCES

- ❖ **Mrs. Sudha Mathew**
 Head- Human Resources
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- ❖ **Mrs. Nissy Eapen**
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