



ANN THERES ANTONY HR MANAGER

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SKILLS

- Problem solving
- Business development
- Leadership
- Adaptability
- Creativity
- Recruitment
- Talent management
- Performance management
- Training and mentoring

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

CAREER ASPIRATION :

Talented HR Manager with 5 years planning and coordinating Human Resources department operations and programs. Versatile professional with background managing areas such as company policy development, benefits, hiring procedures. Proudly maximized employee retention through first-class training and compensation management. I am an organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

ACADEMIC PROFILE :

Masters in Business Administration (MG University)
Bharata Mata Institute of Management, Thrikkakara

2015-2017

Specialization:
HR & Marketing (65%)

Bachelor of Commerce (MG University)
Bharata Mata College, Thrikkakara

2012-2015

Specialization:
Bcom Tax & Finance(68%)

WORK EXPERIENCE :

HR MANAGER | KUZHUR MEDICAL CENTER (A P VARKEY HEART CARE CENTER) PIRAVOM - September 2019 – till now

- Supervised and mentored direct reports and developed talented work force
- Recommended, initiated and finalized HR actions regarding staff position management, compensation and employment postings, hiring proposals and new hire on boarding.
- Developed focused training programs, leadership pipeline and succession plans.

- Implemented performance reviews and motivational strategies to encourage the employees for the best result.
- Led decision-making and implementation of policies, procedures, programs and functions.
- Advised director's on complex and confidential matters ranging from performance management to employee relations issues.
- Created vision and goals among the staff's and motivated them to achieve excellence in patient care and support.
- Managed employee disputes by employing conflict resolution techniques like asking the clarification about the issue, bring both parties together and let them talk about the issue, then identify a solution and continuously monitor and follow up on the conflict.
- Reviewed business goals to recommend new approaches, policies and procedures for continual improvements focused on meeting business objectives and enhancing productivity.
- Implemented standardized programs and policies, driving smooth operations, employee retention and engagement.
- Coordinated with senior and handled managerial needs by implementing fresh solutions into business strategies.
- Used technologically relevant digital systems to manage payroll and accounting.
- Maintained payroll and other statutory compliances
- Organized and led staff orientation programs and training to promote mutual understanding between staffs.
- Controlled costs and optimized spending via restructuring of budgets for labor, capital assets, inventory and pharmacy purchasing and technology upgrades.
- Cross-trained existing employees to maximize team agility and performance.
- Evaluated suppliers to maintain cost controls and improve operations.
- Evaluated employees' strengths and assigned tasks based upon experience and training.
- Maintained professional, organized and safe environment for employees, patients and their bystanders.
- Delivered feedback to directors regarding employee performance and training needs.
- Supervised labor costs and departmental expenses to remain in line with budget.
- Accomplished multiple tasks within established timeframes.
- Kept detailed records of daily progress to identify and correct areas needing improvement.
- Applied patient and bystander feedback to develop process improvements and support long-term business needs.
- On boarded new employees with training and new hire documentation.
- Maximized performance by monitoring daily activities and mentoring team members.
- Recruited and hired top performers to add talent and value to department.

HR EXECUTIVE | VANCHINAD FINANCE PVT. LTD. EDAPPALLY
January 2019 - September 2019

- Led and directed work of more than 500 employees and handled hiring, training and termination.
- Spearheaded innovative recruitment practices and mobilized management in targeted hiring that matched company needs.
- Directed hiring and on boarding programs for new employees.

- Conducted monthly meetings to convey updates.
- Processed employee claims involving performance issues and harassment.
- Data Preparation of PF, ESI & LWF and forwarding it to Accounts department for payment
- Enrolling employees in PF, ESI & LWF
- Interviewed potential hires, negotiated salaries and benefits and performed reference checks.
- Payroll Management
- Attendance monitoring on daily basis
- Coordinated and engaged with leadership in planning and organizing calendars, events and activities.
- Managed other HR staff and oversaw completion of tasks and initiatives.
- Assessed training needs and coordinated learning and development initiatives for new employees.
- Different type of letter preparations (Experience letter, Relieving letter, Resignation Acceptance, Transfer and Deputation Orders, Voluntary Abandonment, Warning Letter, Suspension letter, Increment Letters)
- Data preparation for Full & Final settlement
- Exit Interviews (First level)

HR EXECUTIVE | SAMARITAN HEART INSTITUTE PAZHANGANAD
November 2017 - December 2018

- Payroll management
- Ensuring workplace safety for the employees
- Preparation of PF, ESI, professional Tax data and manual calculation of IT Form-16
- Maintaining HR records such as those related to compensation, training, orientation, health and medical checkups
- Process documentation and prepare reports related to personnel activities like staffing, recruitment training, grievances, performance evaluation
- Screened applicant resumes and coordinated both phone and in-person interviews.
- Communicate with recruitment agencies to source for candidates for specific job positions and Posted positions through approved recruitment channels.
- Set up orientations and initial training for new employees.
- Conducting employee orientation and facilitating new comers joining formalities
- Check & reply all e-mails on daily basis, in order to make sure no mail remain non-responded by the end of the business day
- Preparing and submitting all relevant HR letters and Maintaining all official records
- Handle Administrative duties such as preparing Notices and memos.
- Full and final settlement
- Resolving grievances or queries that any of the employees have
- Conducting various welfare activities
- Recording, maintaining and monitoring attendance to ensure employee punctuality
- Delivered friendly assistance with new hires throughout interviewing and hiring process.
- Filed paperwork, sorted and delivered mail and maintained office organization.
- Answered and redirected incoming phone calls for office.
- Assisted with on-boarding process of new hires.

MAJOR PROJECT :

- Dissertation Project on the topic '**QUALITY OF WORK-LIFE IN RELATION TO JOB SATISFACTION**' at **Anna Aluminium Pvt.Ltd.** Kizhakkambalam.

VOLUNTEER EXPERIENCE :

- Sexual Harassment Committee member – Vanchinad Finance Pvt. Ltd from February 2019 to September 2019

REFERENCES :

1. Mr. Yadu Krishnan V.
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Samaritan Heart Institute
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2. Mr. Rojin Varghese Antony
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DECLARATION :

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

ANN THERES ANTONY