

ANJANA DEVADAS

ACADEMIC PROFILE

- Post Graduate in Master of Business Administration (HR & Finance)
2019-2021
KV Institute of Management and Information Studies, Coimbatore
- Graduate in Commerce (Finance &Taxation) 2015-2018
ST.Stephen's College,Uzhavoor

EXPERIENCE

- Experience as HR Executive (Payroll and Admin) at Aster DM
Healthcare, Bangalore.
2021-2022

PROFESSIONAL SKILLS

- Maintaining and updating payroll information
- Collect daily,weekly or monthly timesheets
- Preparing employees duties by the end of each month using payroll software(WFS-Workforce Schedule)
- Maintain employee records
- Assisting recruiters for sourcing relevant profiles
- Update HR database
- Scheduling interviews for candidates

CERTIFICATION AND TRAININGS

- Attended workshops on Human Resources Management
- Attended Excel training courses
- Participated in AIMA Bizlab's (All India Management Association)
- Registrar at BNI Office (Business Network International)

STRENGTHS AND SKILLS

- Payroll Management
- Proficiency in Accounting Software(Tally)
- Knowledge of General Business Practices
- Microsoft Excel
- Analytical and problem solving skills
- Leadership & Time management skills



CAREER OBJECTIVE

To be a part of an organization where get a chance to use my knowledge and skills to contribute in the progress of organization as well as myself.

CONTACT DETAILS

Kottayam,Kerala.
Phone No : +919656278131
anjanadevadas97@gmail.com

PERSONAL DATA

Date of Birth : 04 September 1997
Nationality : Indian

PERMANENT ADDRESS

Thekkekappadayil(H)
Monippally (po)
Kottayam
686636

LANGUAGES KNOWN

English
Malayalam
Hindi
Tamil

ACADEMIC PROJECT

- A Study on Employee Relationship Management.
- Foreign Market Entry & Growth (Simulation project for understanding the activities of each department of an organization.

DECLARATION

I declare that the above-mentioned details are true and correct to the best of my knowledge.

Place: Kerala,India

Date : 17/01/2023