

# Anna Mariya Francis

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Angamaly, Ernakulam

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I am seeking opportunities to join a company that can help me enhance my skills, strengthen my knowledge, and realize my potential. I am willing to explore a wide variety of opportunities that can help me gain perspective.

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## Internship

SEPT 2022 – JANUARY 2023

**Human Resources Intern**/Little Flower Hospital and Research Centre, Angamaly, Ernakulam

- Updating the internal databases with new employee information like contact details and employment forms
- Screening resumes and application forms
- Shortlisting resumes and maintaining excel sheet for conducting the interview
- Communicating with the candidates and scheduling their interviews
- Prepare Word, Excel, and PowerPoint documents
- Sort incoming resumes and logs them into appropriate tracking spreadsheets
- Complete and mail out regret letters
- Evaluating Performance appraisals.
- Performing assigned tasks and responsibilities by authorities.
- Coordinate candidate interviews, physicals, and testing
- Used E-time tracker and HRMS softwares.

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## Skills

**Personal Skills:** • Adaptable • Team player • Excellent time management skills • Active listener • Strong organization skills • Capacity to take responsibilities • Empathetic

**Soft Skills:** • MS Tools • C • C++ • Java • HTML • JavaScript • CSS • PHP • Python • Android

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## Education

SEPT 2020 - 2023

**Masters in Business Administration**/De Paul Institute of Science and Technology, Angamaly  
Result Awaiting

AUG 2017 – APRIL 2020

**Bachelor of Computer Science**/Naipunnya Institute of Management and Information Technology, Pongam

Percentage: 62.5%

MARCH 2017

**Plus Two**/St. Joseph's HSS, Kidangoor

Percentage: 66%

MARCH 2015

**SSLC**/St. Joseph's HS, Kidangoor

Percentage: 88%

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## Hobbies

- Reading • Art • Photography • Cooking

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## Project and Organisational Study

### Masters in Business Administration

- Organizational study about business practices at Arun Icecreams.
- Project on the topic "A study on the Effectiveness of Training on Employee Performance with Special Reference to Nurses at Little Flower Hospital and Research Centre, Angamaly"

### Bachelor of Computer Science

- Project: "WEBLATES" - Platform that allows users to create websites through built-in templates without any coding, developed using PHP.

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## Certificates

### Data Analysis using Google Spreadsheets

2022

### Digital Marketing/TopTrove Foundations

2021

### Participated in the event of Financial Literacy/ECPTE

2021

### Participated in Training Session" Gateway to Financial Freedom/ Hedge School of Applied Economics

2021

### Participated in AIMA" Shaping Young Minds Programme"/AIMA

2021

### Participated in National Level Webinar on"HR28H / De Paul Institute of Science and Technology(DiST)

2021

### Participated in Vigyaan, National Conference on "IoT"/ Naipunnya Institute of Management and Information Technology, Pongam

2019

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## Activities

Coordinator of Zenorix, IT Fest – NIMIT  
Coordinator of Snehasangamam – NIMIT  
Participated in Technical Fests

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## Personal Details

Father's Name : TP Francis  
DOB : 01/06/1999  
Gender : Female  
Religion : RCSC, Christian  
Nationality : Indian  
Relationship Status : Single  
Languages Known : English, Malayalam, Hindi  
Permanent Address : Thachil(H), Kidangoor PO, Angamaly

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## References

**Ms. Smitha Paul V**, Asst. Manager HR  
Little Flower Hospital and Research Centre, Angamaly  
Phone: +91 9605050658  
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**Dr. Geo Baby**, HOD, School of Management  
De Paul Institute of Science and Technology, Angamaly  
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