

CURRICULUM VITAE

ANIT MARY JOSEPH

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OBJECTIVES

To secure a challenging position in a reputable organisation to expand my learnings, knowledge, and skills.

PROFESSIONAL EXPERIENCE

IdealMG Educare LLP, Infopark Cherthala

24-01-2022 to 27-04-2023(Till Working)- 1 Year
Designation: HR Manager

DUTIES AND RESPONSIBILITIES

- Create to add teams user id and password for employees and students.
- Recruiting and Selecting for New Tutors.
- Reply to Emails and Telephone Enquiries.
- Providing offer letter for new employees and new tutors
- Scheduling and Organizing the Induction Training, Teams Training & Subject Training.
- Prepare lesson planner for students
- Check & evaluate for tutors attendance sheet & Lesson planner
- Evaluate & Mailing for tutors salary tax deduction payment.

Asonic Logistics Middle East LLC, Dubai, UAE

8th September 2019- 30th June 2020

Duration: Eight Months

Designation: Filing Clerk

DUTIES AND RESPONSIBILITIES

- Develop & maintain a filing system.
- Maintain computer & Manual filing system.
- Carry out administrative duties such as filing, typing, copying and scanning etc.
- Reply to emails and telephone enquiries.
- Prepared to Petty cash payments for basic transactions like Receipts and payments etc.

EDUCATIONAL QUALIFICATIONS

- **Master of Business Administration (MBA) HR and Marketing**
St. Joseph's College of Engineering and Technology, Pala, Kerala, India
(Affiliated to MG University, Kottayam)
Year: 2015-2018
- **Bachelor of Arts Communicative English (BACE) Triple Main**
Assumption College, Changanacherry, Kerala, India
(Affiliated to MG University, Kottayam)
Year: 2012-2015
- **Diploma of G- Operator (3 months) 2018**
G-Tec Computer Education, Changanacherry, Kerala, India.

TRAINING & INTERNSHIP

- **Malayala Manorama, Kottayam**
(May 2nd 2017- June 30th 2017)
Duration: Two Months
Specifications: Project Trainee
Topic: Effectiveness of E- recruitment Practices at Malayala Manorama

PROJECT DETAILS

- **Eden Public School, Manjadikkara**
(Nov 4th 2013- Nov 29th 2013)
Duration: One Month
Specifications: Training Teacher
Duties and Responsibilities: Teaching LKG to 9th standard students.
- **Malyala Manorama, Kottayam**
(Dec 1st 2014- Dec 31st 2014)
Duration: One Month
Specifications: Trainee Reporter

Duties and Responsibilities: Reporting, Editing and Collecting News.

➤ **Malayala Manorama, Kottayam**

(May 2nd 2016- June 2nd 2016)

Duration: One Month

Specification: Study about Organisation

TECHNICAL QUALIFICATIONS

- Microsoft Office – Word, Excel and Power Point

LANGUAGES KNOWN

- Malayalam and English

PERSONAL DETAILS

- Nationality: Indian
➤ Date of Birth: 01/10/1994
➤ Gender: Female
➤ Age: 28

DECLARATION

I declare that all the above information is correct to the best of my knowledge and belief.

Anit Mary Joseph

Pulincunnu

27-04-2023