



RINI ANNA BABU

Padinjare Veedu, Karickom P. O, Kottarakara, Kollam, Kerala. Pin:691531
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in <https://www.linkedin.com/in/rini-anna-babu-54924219b>

Objective

To secure a responsible career opportunity, where I can effectively utilise my skills & talents for the effective management of the organisation and it's resources, thereby ensuring an efficient HR unit.

Experience

- M. O. S. C Medical College Hospital, Kolenchery, Ernakulam, Kerala** 27/01/2022 - 25/01/2023
H. R Executive
Duties & Responsibilities
 - Assisted in Recruitment
 - Coordinated Board Interviews & Training Programmes
 - Assisted in Attendance & Leave Management
 - Assisted in Performance Appraisal
 - Basic exposure in Payroll & Statutory Compliances
- St. Joseph Mission Hospital, Anchal, Kollam, Kerala** 09/09/2019 - 14/09/2019
HR Intern

Education

- TKM Institute of Management, Kollam** 2019-2021
MBA in HR & MARKETING
67%
- St. Cyrils College, Adoor** 2016-2019
B. A English Language & Literature
77%
- St. Joseph Convent G. H. S. S, Kollam (Kerala State Board)** 2016
+2
87%
- S. D. A. H. S. S, Pathanamthitta (I.C.S.E)** 2014
10th
85%

Certifications

- Microsoft Office Specialist:Excel Associate (Excel & Excel 2019)
- Industrial Relations & Labour Laws (NIPM Trivandram Chapter)

Skills

- Communication, Leadership, Team building & Adaptability
- M. S Office (Excel, Word, Power Point)

Extra Curricular Activities

- Dancing, Singing, Compering

Projects

- Took part in the quantitative study that aimed at analysing the buying behaviour of magazines among people in the state of Kerala, in association with Mathrubhumi (19th Feb,2020 to 22nd Feb, 2020)

- A study on ' Doctor Satisfaction in Teleconsultation in the state of Kerala'. (2nd Sep, 2021 to 30th Oct, 2021)

Memberships

- Former member of NIPM (Trivandram Chapter)
- Was an active N. S. S Volunteer

Personal Details

- Date of Birth : 11/06/1998
- Marital Status : Single
- Nationality : Indian
- Gender : Female

Reference

- **Adv. Bejoy K. Thomas - "M. O. S. C Medical College Hospital, Kolenchery, Ernakulam, Kerala"**
Head- Human Resources
9847061948
- **Mr. Vineesh T. A - "M. O. S. C Medical College Hospital, Kolenchery, Ernakulam"**
Officer - H. R
7005162577

Declaration

- I hereby declare that all the above furnished details about me are correct to the best of my knowledge.

Rini Anna Babu