

ANJALI S

HR EXECUTIVE

Sindhu Bhavan (H), Edayar PO.
Koothattukuam,Ernakulam(Dist.)
Pin: 686665
8078767243
anjalisindhuss@gmail.com

SUMMARY

HR-Executive with 3years experience Human Resource Management.Organised in individual experience in the filed.Recoganized for successfully managing multiple projects simultaneously. Assisting employee recruitment and selection process, Time office, managed personnel files, training and development. Experience in NABH documentation. Coordinated and performed day-to-day human resources activities.

Experience

HR Supervisor

FCI OEN CONNECTORS LTD, Oct.2021- Present

- Handling Joining formalities of Employees
- Maintaining of personnel file management
- Time office Management
- Payroll Process
- Onboarding process
- Training &Development
- Maintain Salary records of staff.
- New employee orientation
- Grievance handling
- Exit formalities of Employees

HR Executive

Holy Family Hospital, July.2019 to.Mar.2020

- Recruitment process.
- Handling Joining formalities of Employees.
- Maintaining of personnel file management
- Payroll Process.
- Maintain Salary records of staff.
- Grievance handling.
- NABH documentation.
- Exit formalities of Employees.
- Training &Development

HR Assistant

MCS Hospital Muvattupuzha, Aug.2018 to Jul.2019.

- Recruitment process.
- Handling Joining formalities of Employees.
- Maintaining of personnel file management
- Payroll Process.
- NABH documentation.
- Exit formalities of Employees.

TRAINING

Three months HR Trainee in department of Human Resource in **LISIE Hospital Ernakulum.**

SKILLS

- Assisted in the employee recruitment and selection process
- Knowledge time office software
- Managed the leave and attendance system
- Assisted for NABH Audit.
- Successfully managed multiple tasks
- Managed personnel files.
- Performed day-to-day HR - activities
- Communication skills
- Excellent time management and organizational skills
- Good team player and understand team dynamics
- Knowledge in MS Office

EDUCATION

- **Master of Human Resource Management**
Mar Augusthinose College Ramapuram (*M G University - 2015-2017*)
- **Bachelor of Business Administration**
BPC College Piravom (*M G University - 2012- 2015*)
- **Vocational Higher Secondary Education**
Govt. VHSS, Ernakulum

PERSONAL DETAILS

Date of Birth : 04-09-1994
Gender : Female
Nationality : Indian
Marital Status : Single
Father's Name : Sanil Kumar
Mother's Name : Sindhu Sanil

REFERENCE

Tony Zacharia
HR- Manger
Fci Oen Connectors
Mulamthuruthy
Mob: 9446216252

SUNI JOHN
HR - Manager
Holy Family Hospital
Thodupuzha
Mobs: 7558822187

DECLARATION

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

Place: Ernakulum, Kerala

Date :

Yours Faithfully

ANJALI

