

Anna Mariya Francis

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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.

Experience

APRIL 2023 - PRESENT

Jr. IT Recruiter/MP Dominic & Co., Aluva, Ernakulam

- Source candidates using a variety of search methods (Naukri, Monster, Indeed, LinkedIn) to build a robust candidate pipeline
- Screen candidates by reviewing resumes and job applications, and performing phone screenings
- Take ownership of candidate experience by designing and managing it
- Develop job postings, job descriptions, and position requirements
- Perform reference checks as need
- Facilitate the offer process by extending the offer and negotiating employment terms
- Manage onboarding and new hire process
- Stay abreast of recruiting trends and best practices
- Manage the overall interview, selection, and closing process
- Ensure all screening, hiring, and selection is done in accordance with employment laws and regulations

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.

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 • Andriod

Education

SEPT 2020 - 2023

Masters in Business Administration/De Paul Institute of Science and Technology, Angamaly
Percentage: 62.5%

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%

Hobbies

• Reading • Art • Photography • Cooking

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

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

References

Ms. Smitha Paul V, Asst. Manager HR
Little Flower Hospital and Research Centre, Angamaly
Phone: +91 9605050658
Email: hr@lfhospital.org

Dr.Geo Baby, HOD, School of Management
De Paul Institute of Science and Technology, Angamaly
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