



Anu.k.p

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Education:

- MBA Bharathiar University, TN
- B.com Calicut University, Kerala
- Higher Secondary at Board of HSE, Kerala
- High School at Board Of Public Examination, Kerala

Personal Details:

Nationality : Indian

DOB : 28//02/1995

Religion : Christian

Caste : Jacobite

Marital Status : Married

Languages Known:

- English
- Malayalam

Career Objective:

To build a career in a growing Organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal, and climbing the career ladder through continuous learning and commitment.

Skills Summary

- Analytical thinking
- Microsoft Office
- Tally
- Problem-Solving Skills

Experience:

❖ **HR Executive since 01-02-2019- 16-02-2023 (Trissur Building Materials)**

- Preparing and processing timely distribution of salary, incentives, salary slips, leave encashment, and Employee full and final settlements.
- Recording, maintaining, and monitoring attendance for all employees
- Job Posting, recruitment, onboarding
- Preparing offer letters, maintaining employee files, and MIS for Employees & Employers.
- ESI, PF, PT, Renewal of statutory documents
- Facilitating newcomers joining formalities
- Communicating and explaining the organization's HR Policies to employees.
- To handle Email Queries & providing satisfactory & timely replies
- To monitor support staff by managing day-to-day tasks.
- Maintain adequate safety, security, and cleaning of the offices and office assets by taking effective measures upon discussion with the management.
- Deliver any other reports as and when required by the Management.
- Follow up on employee/labor relations & legal affairs work.
- Coordination and management of various administrative issues

❖ **Sr.HR Executive & Admin since 27-02-2023- Till (Fourth Union)**

- Manage the recruitment process (including the job posting, calling candidates, interviews, etc.).
- Prepare Offer/Appointment Letters.
- Prepare KPI/KRAs. Performance review & feedback.
- Reports the progress on assigned job vacancies on the regular basis.
- Update recruitment and other job data on our software portal.
- Support management team in other HR activities.
- Conducting recruitment/exit interviews and recording them accordingly.
- Perform day-to-day activities of the accounts department.
- Payroll preparation and salary distribution.
- Ensure all statutory needs are met for the smooth running of the organization. (Renewal of registrations, licenses, etc.).

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

Date: 27-02-2023

Place: Ernakulam