



ANUJA THOMAS



9567633296



anujathomas777@gmail.com



PATHANAMTHITTA,INDIA,689648

SKILLS

- Communication skills
- Organisational skills
- Problem solving skills
- Event Organising
- Decision-making
- Executive leadership
- Strong interpersonal skills
- Employee training
- Conflict Resolution
- Team building Skills
- Administrative Skills

EDUCATION

KVVS COLLEGE OF SCIENCE
AND TECHNOLOGY |
KAITHARAMBU, ADOOR
BSC BIOTECHNOLOGY: SCIENCE

ANNAMALAI UNIVERSITY |
CHITHABARAM
MBA: HOSPITAL MANAGEMENT

SUMMARY

EXPERIENCE

03/2019- Current

Mount Zion Medical College Hospital | Chayalode, Ezhamkulam

HR Manager

- Manpower Planning & Recruitment
- Responsible for analyzing the current manpower acquired, developing detailed recruitment strategies to carry out the hiring process.
- Carrying out Salary Benchmarking for various positions and grades & established ideal salary bands for each level & across all positions. Short listing of suitable profiles based on the specified criteria and requirement and finalizing the offer, compensation negotiations, based on candidates merit.
- Conducting Reference checks.
- Ensuring complete proper documentation of new joiners within timeline after joining the organization.
- Responsible for Induction program for New hire.
- Planning, organizing, and conducting induction program, help the new joiners understand the company policies and employee handbook.
- Preparing the Appointment letters & completing the joining formalities.
- Conceptualizing & developing training initiatives for improved productivity.
- Maintaining Training Calendar.
- Scheduling & ensuring the implementation of the programs on regular basis to develop employee capabilities.
- Preparing the training feedback and other documentations.
- Designing & implementing welfare and engagement activities.
- Planning, coordinating, and executing all events and celebrations.
- Grievance management.
- Employee Retention.
- Maintaining Leave Management System Online.
- Preparing Periodical Reports on Attendance.
- Updating master data & salary break ups.
- Processing salary as per maintained attendance record, leave record, additions, deductions etc.
- Ensuring department wise salary summery, salary transfers bank statements, generation & distribution of salary slips.
- Processing Full & final Settlements along with dues settlements, bonus, gratuity, etc.
- Handling all aspects of statutory obligations - PF, ESIC, taxes, gratuity, bonus etc.
- Ensuring timely closure of performance rating of all the employees.

- Ensuring that performance appraisal exercise is completed for all eligible employees by the due date.
- Identifying the low performers in the organization and work towards the improvement and development of them (through performance improvement plan PIP).
- Preparing Health Calendar of Employees and arranging medical check-ups whenever required.
- Maintaining & generating reports such as recruitment, manpower count, salary, appraisals, etc. on weekly/monthly/quarterly/annually as required by the Management.
- Maintaining new joiners (in case of required documents) & existing personal files (in case of increments, promotions, disciplinary actions)
- Exit Interview & Formalities: Handling end to end of Exit process. Responsible for smooth Exit of Resigned Employees.
- Conduct exit interview to identify reasons for employee resignation. Analyze & update the reports using the exit interview feedback forms and suggest the changes for improvement.
- Preparing relieving letter, no due forms and experience letter.

06/2016 - 05/2018

Hala Medical Centre, Muscat | Muscat, Oman

Administrator

- Managed client correspondence, order tracking and data communications.
- Coordinated communications between various departments to schedule meetings and keep company informed on critical matters.
- Set clear and reasonable objectives for staff and facility performance.
- Collaborated cross-functionally on healthcare resource allocation and service provision.
- Oversaw facilities maintenance, keeping spaces functional, professional and compliant with standards.
- Negotiated vendor and supply contracts on behalf of healthcare facility.
- Developed and implemented strategic plans to expand service offerings and improve programme results.
- Planned healthcare budgets and tracked expenditure against targets, reporting on results and optimising strategies to meet goals.
- Monitored and tracked resources against requirements to determine needs for increases in staff, equipment or services.
- Promoted hygiene and sanitation throughout facility operations and healthcare services.
- Evaluated healthcare personnel work against regulatory standards and industry best practices benchmarks.
- Created and implemented policies and procedures for successful healthcare management.
- Monitored use of supplies, equipment and services to identify and correct overspend.
- Recruited well-qualified candidates to fill vacancies and offer residents unparalleled care.
- Administered facility records, keeping adequate information about activities and following strict data protection requirements.

11/2013 - 06/2016

Malabar Multispecialty Centre Private Limited | Calicut, India

Assistant HR Manager

- Spearheaded company's talent acquisition and recruitment processes.
- Provided support to employees with various HR-related issues and liaised with heads of department to find resolutions.
- Identified and solved complex strategy problems impacting management and business direction.
- Organised employee appraisal reviews and discussed performance-related benefits with line managers.
- Formulated organisational chart with associated job ranks and responsibilities.
- Supported management and provided expert legal advice on disciplinary and grievance issues.
- Initiated employee evaluation process and recommended policy changes to propel staff progress toward desired readiness goals.
- Compiled and maintained 400 employee files and records in electronic and paper formats.
- Administered comprehensive and equitable compensation and benefit plans for 400 staff.
- Aided senior HR leadership by accurately preparing bi-weekly payroll and tracking data into cumulative documentation.
- Evaluated and resolved employee performance-based claims and harassment incidents.
- Supported senior leadership by capturing big picture data for project status updates, benefits analysis and corrective action planning.
- Determined HR department budget and controlled expenditures for optimum resource allocation.
- Organised staff development training based on team gaps and requirements.
- Developed HR strategies and initiatives, aligning with overall business strategy.
- Gathered and analysed data extensively to obtain useful HR metrics.
- Managed human resources and labour relations activities for organisation of 400 employees.
- Supervised staff recruitment, interviewing, selecting and onboarding.
- Tracked HR programs closely to assess result and make proactive changes to meet changing demands.
- Compiled and maintained 400 employee files and records in electronic and paper formats.
- Represented organisation at job fairs to bring in local talent for long-term and seasonal positions.
- Held company-wide town hall meetings to convey updates and maintain open lines of communication with employees.

11/2012 - 10/2013

Mount Zion Medical College Hospital | Chayalode, Adoor, India

Assistant HR Manager

- Managed human resources and labour relations activities for organisation of 300 employees.
- Supervised staff recruitment, interviewing, selecting and onboarding.

- Tracked HR programs closely to assess result and make proactive changes to meet changing demands.
- Negotiated employee wages based on employment level, qualifications and history.
- Aligned and directed human resources management team to match organisational objectives.
- Established HR management system applicable across different types of employees, departments and seniority levels.
- Directed operational and administrative procedures to keep organisation in compliance with rules, regulations and internal policies.
- Organised staff development training based on team gaps and requirements.
- Provided support to employees with various HR-related issues and liaised with heads of department to find resolutions.