

**Anju Eapen**

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## **OBJECTIVES:**

Self-confident, with superior communication skills to interact with diverse individuals and groups at all organization level. Ready to take up new challenges to know my own strengths and weakness, ensuring growth of myself and my firm.

## **ACADEMIC PROFILE:**

- 2020 - 2022 MG University | Masters in HR
- 2017 - 2020 MG University | BSc. Chemistry
- 2015 - 2017 Board of Kerala | Plus two
- 2014 - 2015 CBSE | X

## **EXPERIENCE**

- Worked as HR Executive in MGDM Hospital, Kottayam from January 2023 till October 2023.
  - ❖ Hiring of employees as per organization requirement.
  - ❖ Coordinating Joining Formalities.
  - ❖ Preparing Offer letters, Appointment letters, Relieving and Termination letters.
  - ❖ Registration of ESI and PF.
  - ❖ Monitoring and maintaining attendance data of employees.
  - ❖ Payroll.
- Completed an Internship in the HR Department of OrisysIndia, Technopark, Trivandrum.
  - ❖ Recruitment

- Completed an Internship in the HR Department of Kokilaben Dhirubhai Ambani

Hospital,Mumbai.

❖ Recruitment,Onboarding

### **PROJECTS:**

- Kinetic Investigation of Autocatalytic reaction between Potassium permanganate and Oxalic acid. (UG project)
- Effectiveness of Performance Appraisal System In Orisysindia,Technopark,Trivandrum.(PG project)

### **TECHNICAL SKILLS:**

MS Office-Word, PowerPoint,MS Excel.

### **PERSONAL DETAILS**

Date Of Birth : 19/04/1999  
Address : Kandapallil (H) Pampady p.o Kottayam 686502,Kerala  
Languages Known : English, Malayalam