

ANNA K SONY

CONTACT

📍 Nedumkandam, Idukki

☎ 6282972078

@

annajosephkochuparambil@gmail.com

SKILLS

MS Excel

MS Word

MS PowerPoint

LANGUAGES

Malayalam- Read, Write, Speak

English- Read, Write, Speak

Hindi- Read, Write, Speak

Tamil- Read, Write, Speak

INTERESTS

Debating

Reading

Volunteering

ACHIEVEMENTS &

AWARDS

8th Rank at Mahatma Gandhi University in B.Com with Computer Application

EXPERIENCE

Pushpagiri Medical College Hospital, Thiruvalla

13-02-2023 - Present

Executive -HR

Personnel File Management

Induction and orientation

Training, learning and development

Leave and attendance

Employee relations

Performance Appraisal System

ESI, PF, Payroll

Exit interview

Nexora Academy Pvt Ltd

5-10-2022 - 10-01-2023

HR Intern

Personnel File Management

Recruitment and selection

Employee onboarding

Employee Grievance Redressal

Exit interview formalities

Employee remuneration

EDUCATION

Mahatma Gandhi University

2019-22

B.Com With Computer Application

8.35 CCPA

Govt. Higher Secondary School Kallar

2017-19

Higher Secondary Education

84%

Govt. Higher Secondary School Kallar

2017

Secondary School Leaving Certificate

94%

PROJECTS

Customer Satisfaction on Akshaya e- centres with special reference with Nedumkandam Gramapanchayat