

CONTACT

Anitta Benny

📍 Kallanickavayalil (H)
Pizhaku P.O
Manathoor
Pala, Kottayam
686651
☎ 8921058212, 9447069003
✉ anittabenny7799@gmail.com



OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

DOB

- 07/07/1999

EXPERIENCE

05/12/2022 -
04/12/2023

- **HR Trainee**
Renai Medicity Hospital, Palarivattom (NABH Accredited)
 - Offer communication
 - Pre employment health check up
 - Onboarding
 - Preparing Offer letter, Appointment letter, Fixed term contract and JD.
 - Fixing designation as per criteria
 - Resolved any onboarding conflicts
 - Registration of new employees in Labor Welfare Fund & Apprenticeship site.
 - Track the daily attendance of employees
 - Assisting payroll team
 - Preparation of promotion list of employees as per criteria

01/06/2022 -
30/06/2022

- **Internee**
Caritas Hospital, Kottayam
 - Preparing personal files

EDUCATION

2020 - 2022

- **Mar Augusthinose College, Ramapuram**
Master of Human Resource Management (MHRM)
83%

2017 - 2020

- **Nirmala College, Muvatuppuzha**
B.Com Finance & Taxation
73%

2017

- **St. Sebastian's H.S.S, Kadanad**
Plus Two
96%

2015

- **St. Joseph's H.S, Manathoor**
SSLC
86%

SKILLS

- Team work, Problem solving, Time Management

LANGUAGES

- English, Malayalam

PROFESSIONAL SKILLS

- - *MS Excel*
 - *MS Word*

HOBBIES

- Cooking, Art & Craft, Listening Music

REFERENCE

- **John Zacharias - Mar Augusthinose College, Ramapuram**
Professor
9605693442
- **Dhanya S. Namboodiri - Mar Augusthinose College, Ramapuram**
Assistant Professor
9495956207

DECLARATION

- I solemnly declare that the information in this resume is true to the best of my knowledge and belief.



ANITTA BENNY