



ANITTA ROSE C.D

CONTACT

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👤 05/12/1997

OBJECTIVE

To start my management career by joining a well settled and highly professional organization and grab good career advancement through large efforts and innovative work techniques. To work in learning and challenging environment, utilising my skills and knowledge to be best of my abilities and contribute positively my personal as well as growth of the organization.

SKILLS

- Ability to motivate
- Proven leadership
- Ability to work independently and as a part of team
- Verbal communication and written skills
- Quick learner & Adaptability
- HR administration
- Interview scheduling
- Recruitment life cycle management
- Cross functional coordination
- New employee orientation
- knowledge in HR compliance (ESI, EPF, Statutory compliance)

INTERESTS

- Cooking
- Music
- Traveling

LANGUAGE

ACTIVITIES

- Team work
- Study skills

EDUCATION

Infant Jesus girls high school, Aranattukara	2014
SSLC	
Grades - first class /79%	
Prof. Joseph Mundassery Smaraka Govt. H.S. S,	2014-2016
Kandassankadavu	
Higher secondary	
Grades - Distinction /89%	
St. Aloysius college / Calicut university	2016-2019
B. com finance	
Grades - first class/69%	
DDE / Annamalai university	2019-2021
MBA (HRM)	
Grades - Distinction /81%	

EXPERIENCE

Classic HR solutions	01/11/ 2022 -
H R executive	16/04/2023
<ul style="list-style-type: none"> • Worked with team members of 5 as a team leader and in small group enhance performance and employee satisfaction. • Led new talent acquisition and recruitment process. • Responsible for staffing management and non management personnel. • Worked as a business coordinator for sbi life insurance & bajaj alliance insurance. • Scheduling and arranging first level interview of candidates, if the candidate selected for another level informing them and schedule company interview for them. 	
Mother Hospital Thrissur	July 1 - 31/12/2023
HR admin intern & PRE intern	
<ul style="list-style-type: none"> • Assist with new hire orientation and updated employee information. • Coordinate candidate interview with Candidate and internal manager. • Prepare reports on all recruiting activity and update senior members of the hiring team. • Create and post job descriptions on various job portals. • Calmly and effectively handled crisis communications in a way that best served • Assist with PR campaigns to address the specific needs of staff. 	
Communicated with customers regarding requests and issued statements when appropriate.	

- ✓ Malayalam
- ✓ English
- ✓ Hindi

COMPUTER PROFICIENCY

Computer basic

M S office word

M S office Excel

M S office power point presentation