

# ANUSREE P A

## Elanji ,Kottayam

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### PROFILE

My desire is to create a truly competitive area wherever I work by utilizing my logical and analytical skills for the company. I am confident in the field of Human Resource Management.

### ACADEMIC QUALIFICATION:

COURSE	INSTITUTION	BOARD/UNIVERSITY	YEAR	PERCENTAGE
Masters in Human Resource Management	Depaul Institute of Science and Technology, Angamaly	Mahatma Gandhi University	2019-2021	72
B.Com Computer Applications	Santhigiri college of computer sciences , vazhithala	Mahatma Gandhi University	2016-2019	73
Plus Two Commerce Computer	NSS HSS Varappetty	Kerala Board	2014-2016	78
SSLC	Vivekananda Vidyalayam, Muvattupuzha	Kerala Board	2014	86

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## **PROFESSIONAL EXPERIENCE (21-02-2022 to 10-02-2024)**

- Worked in **ExTell Systems Pvt Ltd**, Ernakulam as HR Executive –(21-02-2022 to 28-02-2023)

### **•Worked on Hr operational Activities**

- Employee background verification
- Managed employee records
- Experience in using various job portals like Naukri, LinkedIn, Indeed, and Monster
- Solid verbal and written communication skills
- Crafting recruiting emails to attract passive candidates

### **Recruitment Experience:**

- Understanding the hiring requirements of hiring managers
- Attracting candidates through various channels like social media and professional networks :  
Reviewing resumes and screening candidates
- Scheduling interviews by coordinating with candidates and hiring managers
- Sourcing potential candidates from various job portals and online channels  
(e.g. social media and professional platforms)

- Worked in **Smita Memorial Hospital And Research Centre ,Thodupuzha**  
(05-03-2023 to 21-2-2024)

### **• Worked on Operational Activities**

#### **Operations Experience:**

- Coordinates the orientation of new workers
  - Assist in the onboarding process for new hires including documentation completion
  - Provide training to newly join workers
  - Develop and implement strategic plans to enhance operational efficiency
- Completed internship at **ExTell Systems Pvt Ltd**, Ernakulam as Human Resources and Operations Intern (02-11-2021 to 31-01-2022)

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## **KEY PROJECTS**

- “ A study on change in consumer purchasing behavior towards instant food products with special reference to Thodupuzha.
- “ A study on Employee Absenteeism at Hyson Motors Ltd.

## **ACHIEVEMENTS**

- Represented the college for marketing games, Best Management Team in the management fests conducted by various colleges.
- Secured ‘A’ Grade in Certificate Program in Financial Accounting.
- Secured ‘First Class’ on Post Graduation.

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## **PERSONAL DETAILS**

- Name: Anusree P A
- Date of Birth:09/03/1998
- Sex: Female
- Nationality: Indian
- Marital status: Married
- Mother Tongue: Malayalam.

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## **ADDITIONAL SKILLS**

- Excellent communicator.
- Human Resource Management.
- Time management and ability to multitask.
- Keen interest in learning new fields of knowledge.
- Interpersonal skills, leadership and teamwork.
- Driving license: Two wheeler, Four wheeler

LANGUAGES KNOWN	READ	WRITE	SPEAK
ENGLISH	✓	✓	✓
MALAYALAM	✓	✓	✓
HINDI	✓	✓	✗

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### HOBBIES AND INTERESTS

- I am interested in searching for more advanced lessons about my subjects, current news and career development.
- My all time favorite hobbies are driving, listening to music.

I hereby declare that all the information stated above is true to the best of my knowledge and assure that I am responsible for any misinformation or error in the data given above.

Place: Kottayam

Date: 24/02/2024

Anusree P A