

Anu Ravisankar

PROFESSIONAL SUMMARY

I am seeking to use my superior knowledge of social work and my advanced communication skills effectively to serve your company in a challenging position.

SKILLS

Employee relation
Critical thinking
Confidentiality
HR roles and responsibility
Employee engagement
Communication
Recruitment

EXPERIENCE HISTORY

Renault Nissan Automotive India Private Limited, Chennai

Handled recruitment, right from **sourcing, screening, and shortlisting** and scheduling.

Understanding job description and sourcing the profile according to the client's requirements through various available channels like **Naukri**, references, job posting on the popular portals, social networking to fill the vacancies.

Screening the candidates over telephone as per the Job description and explaining about the requirement to the candidates about the company in detail.

To take the telephonic round validation to check the eligibility of the candidates for the specific requirement and to judge candidates' attitude, qualification, experience, and communication skills & interest level.

Revathi Equipment Limited, Pollachi

I have worked as an Intern for Revathi Equipment India Ltd. I have actively participated in HR roles and responsibilities acquired practical experience in that Field. Being flexible at work, I spent more time in learning and now I have the capacity to contribute to a project's success.

Krishnaveni Carbon Products Private Limited, Coimbatore

I actively participated in various HR tasks and duties during my fieldwork including handling employee benefits, assisting in training and development programs, supporting the POSH committee, and fostering employee engagement initiatives."

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anuravisankar17@gmail.com

Erode.

Anu Ravisankar

01.06.2002

LANGUAGES

English (Read, Write, Speak)
Tamil (Read, Write, Speak)

CERTIFICATIONS

Cambridge English A2 Key
English Test

Centre For Social Education
and Development
(CSED) Social Field Work
Certificate.

Conduct Certificate for Social
Work in Corporation Girls
High School, Coimbatore.

Value Added Courses in Life
Coaching skills and Human
Rights and Issues.

Financial Markets from
National Stock Exchange.

TECHNICAL SKILLS

MS Word
MS PowerPoint
MS Excel
Naukri.com

INTERNSHIPS

Indian Entrepreneurship Forum, Erode
Social Work at Corporate Girls High School, Coimbatore
Social Work at CSED (NGO), Coimbatore

THESIS

A STUDY ON EMPLOYEE SATISFACTION TOWARDS EMPLOYEE ENGAGEMENT STRATEGIES

EDUCATION

Master of Social Work (HR) | 2022 – 2024 - 77%

Avinashi lingam Institute for Home Science
and Higher Education for Women

B.A English Literature | 2019 – 2022 - 75%

Avinashi lingam Institute for Home Science
and Higher Education for Women

HSC | 2019-53%

Bharathi Vidya Bhavan Matriculation Higher Secondary School

SSLC | 2017-81%

Bharathi Vidya Bhavan Matriculation Higher Secondary School

* I hereby declare that the information furnished above is true to the best of my knowledge