




# ANJALY P S


## ADMINISTRATOR

### CONTACT ME AT

 Poriyam padath house,  
Padivattom, Edappally.P.O

 anjalyps.ps465@gmail.com

 anjaly-ps-5a9602203

 7907854249

### PERSONAL SKILLS

- Team management
- Communication skills
- Budgeting and Cost Analysis
- Time management
- Ability to work under pressure
- Fast learner

### AREAS OF EXPERTISE

- Microsoft office
- Estimation
- Problem Solving
- Planning
- Business Development
- HR payroll software
- Demonstrations

### PERSONAL PROFILE

I'm a professional with 3 years of experience in administration, HR executive operations and estimation. I'm looking for a suitable job where I can contribute to the growth of the organization by being hardworking and innovative.

### WORK EXPERIENCE

#### Admin cum Business development executive

SUPERCASST INDUSTRY | March 2018 - Dec 2020

- Experience in handling high profile clients.
- Preparing PowerPoint presentations and sales displays
- Build contacts with potential clients to create new business opportunities. Keep prospective client database updated. Make cold calls for new business leads.
- Content writing for online marketing and online advertising.
- Preparing quotations and estimations of the product.
- Create functional and technical application documents.
- Handling construction and delivering of different materials.
- Handling and keeping up with customers through phone calls, email and other social media platforms.
- Resolved customer complaints or problems and created product problem reports.
- Purchasing, restocking, handling all the products required for the work.
- Maintaining the company social media accounts, manage agendas, travel arrangements, appointments etc.
- Keep employee records, maintaining a filing system for data on customers and external partners.

#### HR Executive

Sutherland Global Solutions | June 2017 - Dec 2017

- Handling queries and concerns via email and chats.
- Handling new hire paper works and background verification, guide employees through orientation.
- Maintain employee database, records and applicant tracking database.
- Facilitate employee relation through regular communication and surveys.
- Other HR functions as directed by the HR manager.
- Maintains complete confidentiality of all HR related information

## EDUCATIONAL HISTORY

### **MBA (Human resource Management)**

Bharathiar University | Jun 2019 - present (distant)

### **Btech (Electrical and Electronics engineering)**

SCMS school of engineering and technology| June 2013- May 2017

- CGPA: 6.4

## PERSONAL PROFILE

Date of birth : 12 April 1995

Location : Kochi, Kerala, India.

Languages known:English, Malayalam, Hindi.

## DECLARATION

I hereby declare that the particulars given here are true to the best of my knowledge and belief.

ANJALY P S

EDAPPALLY