

Anand L

Cv

Tiruchchirappalli, Tamil Nadu
anandl23_ef7@indeedemail.com
8870349108

I aspire for a challenging position in a professional organization where I can enhance my professional skills and strengthen my performance in adding with organization motto.

Willing to relocate: Anywhere

Work Experience

HR ASST

ANAND ENGINEERING PVT.LTD - Tiruchchirappalli, Tamil Nadu
March 2020 to April 2021

Administrating as time officer, support the whole managing the requirement process, ranging from sourcing, Managing the pipeline, resume screening, arranging and conducting an interview.

Induction for new recruits such as HR, Safety and clt.

Entering employee details in HR portal and maintaining employee files.

Handling employee deployment process and exit process.

Managing in-house payroll function from end to end.

Entering employee records in ESI and PF.

Providing man power shift allocation and leave management.

INTERIOR DESIGN SUPERVISOR

V-CREATORS - Bengaluru, Karnataka
August 2019 to December 2019

Project co-ordination and supervising.

implementing architecture design.

Education

MBA in HR and Finance

K.RAMAKRISHNA COLLEGE OF ENGINEERING
2019

B.E in MECHANICAL

M.A.M SCHOOL OF ENGINEERING
2017

D.M.E

ATHISANKARA POLYTECHNIC
2014

Skills / IT Skills

- Supervising work execution and quality control Project coordination Architecture deatails
- EXCEL
- WORD
- COMMUNICATION
- EMPLOYEE ENGAGEMENT