



ANUMOL V R

HR EXECUTIVE

CONTACT

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EDUCATION

2021 - 2023
INDIRA GANDHI NATIONAL
OPEN UNIVERSITY

- Master of Business
Administration- HR

2015-2018
KERALA UNIVERSITY

- Bachelor of Business
Administration

SKILLS

- Talent Acquisition & Recruitment
Strategies
- Payroll Management & Processing
- Employee Onboarding & Exit
Formalities
- HR Policy Development &
Implementation
- Training & Development Programs
- Conflict Resolution & Employee
Relations
- Employee Engagement & Retention

CERTIFICATIONS

- Chat GPT for HR Basics
Participation certificate
- Human Resources Skills Workshop
Participation certificate
- The Shape of Work -HR Playbook
1.0 Participation certificate

PROFILE

Dynamic and detail-oriented HR Executive with a strong background in talent acquisition, payroll management, and employee relations. Experienced in designing and implementing HR policies, managing employee lifecycle processes, and ensuring compliance with labor laws. Adept at training & development programs, fostering employee engagement, and resolving workplace conflicts to enhance productivity and retention. Passionate about creating a positive and inclusive work culture that aligns with organizational goals and drives employee satisfaction.

WORK EXPERIENCE

- **HR Executive** 2024 - 2025
WaterStore Kochi
 - Talent Acquisition & Onboarding: Manage end-to-end recruitment, selection, and onboarding processes to attract and retain top talent.
 - Payroll & Compliance: Oversee payroll processing, statutory compliance, and labour law adherence to ensure accuracy and legal compliance.
 - HR Policy & Employee Relations: Develop and implement HR policies while handling employee relations, conflict resolution, and workplace grievances.
 - Training & Development: Design and execute training programs to enhance employee skills, engagement, and career growth.
 - Employee Engagement & Retention: Drive engagement initiatives, performance management, and retention strategies to foster a positive work environment.
- **HR Trainee Cum Admin** 2022 - 2023
Concord Fire and Safety Equipments
 - Performing Full Life Cycle Recruitment
 - Cooperate with freelance recruiters and agencies
 - Ensuring a steady flow of candidates for open positions
 - Manage administrative chores, organisational tasks and handle front desk , visitors register
- **Front Office Admin** 2021 - 2022
Transglobe School of Logistics nd Aviation Management
 - Manage administrative chores, organisational tasks and handle front desk , visitors register.
 - Managing Petty Cash.
- **Front Office Executive** 2018- 2020
Lotus Eye Hospital and Institute
 - Welcoming patients and capturing their details for file creation.
 - Scheduling appointments for patients.

REFERENCE

Sudhilal A

HR Manager
WaterStore, Kochi
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