

Anisha B

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Objective: To understand the company's objective to make a sound position in corporate world and where I can learn, utilise my strength and skills to help the company to grow.

Professional Experience:

HR Assistant

Antares Systems Ltd

(August 2014 – June 2017)

- Recruitment through internal job postings, employee referrals, existing data bank, campus visits, and placement agencies.
- Organize and conduct Interviews of short listed candidates and finalize recruitment with all documented evidence within the planned period. Ensure optimal utilization of available resources, and recruitment of best talents.
- Organizing and conducting Induction Training (Orientation) and On the Job training for new staff and as well as existing staff.
- Maintenance of personal data, registers and other records of employees.
- Ensure that office premises and work places are well maintained (housekeeping activities) and security arrangements are effectively monitored.
- Monitor & organize equipment and materials for meetings/ conference through outside agencies if the same are not available in house.
- Planning, organising and conducting monthly engagement activities for employees.
- Active participation in CSR and other team building activities.

Academic qualification

- MBA in HR from Justice K.S Hegde Institute of Management, Nitte
- B.Com in Finance from Saint Mary's Syrian College, Brahmavara

Project:

- HR Project on "A study on Work Life Balance of employees at Small Scale Industry of Brahmavar Region".

Skills and achievements:

- Proficient in MS Office suits.
- Actively organized and participated as volunteer in Chennai Flood Relief program in 2015 with other employees of the organization.
- Attended NIPM HR conference held at Goa in 2013.
- Participated in International conference held at Justice K.S Hegde Institute of Management, Nitte in 2012.