

## CAREER OBJECTIVE

Self-motivated individual with good knowledge of office management practices. I wish to gain a position in a dynamic organization where I can learn as well as contribute to the success of the organization and to grow professionally where I can utilize my knowledge and skills appropriately.

## WORK EXPERIENCE

Company : Future solutions, Chennai-India 2018-2020

### HR Assistant

#### Duties:

- Responsible in assisting in all stages of recruitment cycle.
- Prepare paperwork for HR policies and procedures.
- Assist in payroll preparation by providing relevant data, like absences, bonus and leaves.
- Maintain employee records (soft and hard copies)
- Handling staff enquiries on a daily basis.
- Receiving and tracking employment applications.
- Updating HR records and files and supporting HR daily operations.
- Assisting in Payroll processing.

Company : Sitara Traders ,Kerala-India 2017-2018

### Admin Executive

#### Duties:

- Maintain and update company database.
- Organize a filing system for important and confidential company documents.
- Stock verification and preparation of reports.
- Ensures workflow in the absence of supervisors.
- Answer queries by employees and clients.
- Assist in payroll preparation.
- Maintain a company calendar and schedule appointments.
- Distribute and store correspondence.
- Manage office operations and delegate tasks to staffs.
- Tracking petty cash.



**ANUSREE S NAIR**

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## TECHNICAL SKILLS

- MS Office tools
- SPSS Software
- Tally.ERP9

## LANGUAGES KNOWN

- English
- Malayalam

## INDUSTRIAL TRAINING

Internship at MILMA Pathanamthitta Dairy. Job Responsibilities:

- Forming and maintaining employee records.
- Updating databases internally, such as sick and maternity leave.
- Being the first point of contact for employees on any HR related queries.
- Assisting with payroll by providing the department with relevant employee information, i.e. holiday and sick days taken.
- Helping with various arrangements internally.

## ACADEMIC DETAILS

Course	Board/University	Year of Passing	Marks (%)
MBA Finance & HR	APJ Abdul Kalam Technological University	2017	73.00
B.com with computer application	Mahatma Gandhi	2015	70.25
XII	CBSE	2012	68.00
X	CBSE	2010	87.00

## ACADEMIC PROJECTS

- MBA Projects
  1. A study on **EFFECTIVENESS OF EMPLOYEE WELFARE MEASURES** in KERAFED, Kollam.
  2. A study on **QUALITY OF WORKLIFE IN KERALA MINERALS AND METALS LTD**, Chavara, Kollam.
- B.Com Projects
  1. Project on the topic "**Customer Satisfaction**" at Tierra Food India Private Ltd, Kinfra, Pathanapuram.

## PERSONAL SKILLS

- Hardworking and Dedicated
- Leadership skill
- Interpersonal skill
- Organizational skills
- Willingness to learn

## DECLARATION

I hereby declare that the details mentioned above are true and correct to the best of my knowledge and belief. I bear the responsibility of any error or mistake in the data if occur in the future.

Place : Pathanamthitta

Anusree S Nair

Date : 08/01/2021