



ANJITHA.R

HR & Finance

☎ 9746678214

✉ AnjithaRaveendran2000@gmail.com

📍 Calicut, kerala

EDUCATION

Master of Business Administration

Calicut University
Holy Grace Academy of Management Studies

2021-2023

Bachelor of Commerce

Calicut University
Zamorin's Guruvayurappan college

2018-2021

SKILLS

Recruitment and Talent Acquisition
Training & Development
HR software proficiency
Microsoft Applications (Word, Excel, Power point)
Presentation skills
Analytical skills
Conflict resolutions
Strong Communication
Time management
Organization Teamwork

LANGUAGE

English
Malayalam
Hindi
Tamil

CAREER OBJECTIVE

Dynamic HR professional seeking to leverage expertise in recruitment, employee relations, and talent development to contribute to a progressive organization and foster a culture of engagement and performance

WORK EXPERIENCE

HR Executive & Assistant Executive to Director
John & Smith Solution - Govt Cyberpark Calicut
Sep 2023 - Current

- Managed end-to-end recruitment processes, including sourcing, interviewing, and onboarding candidates
- Documented and organized applicants' onboarding documents to ensure compliance with company policies.
- Conducted reference checks by approaching previous employers to verify candidate credentials and work history
- Assigned and coordinated training sessions to enhance employee skills and ensure compliance with industry standards
- Audited candidates' right to work in the UK, ensuring adherence to legal requirements and maintaining accurate records.

INTERNSHIP

HR intern at Malabar Headquarters Calicut
(Learning & Development)

- Assisting in Training Programs
- Creating Learning Materials
- Conducting Research
- Collecting Feedback
- Data Entry and Reporting

ACTIVITIES

Participated in HR game competition in 'MERAKI' Management Fest 2022
Volunteer in 'ZAMORIA 2020' Management Fest
Member of Entrepreneur club of Holy Grace Academy of Management studies
Arts club member in Holy Grace Academy of Management studies
Member of Nature Club in Holy Grace Academy of Management

PROJECT

Effectiveness of training of employees with special reference to Malabar group Calicut
Impact on Digital Payment Apps, in the background of COVID-19

INTEREST

- Human Resources Trends
- Networking
- Diversity and Inclusion
- Volunteering

REFERENCES

Neetha M.S
Manager Learning & Development
Malabar Group Calicut
96638 19391

Dr. Manilal P
Associate Professor
Holy Grace Academy of management
studies
94472 10561

Achuth
HR Team lead
John & Smith solutions
7593-885323