

# Anagha M

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"Anankith (PO) Varam Mathukkoth Kannur"

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Experienced HR professional with 2.3 years of comprehensive experience in talent acquisition, employee relations, performance management, and HR policy development. Proven track record of successfully implementing HR strategies to achieve organizational goals. Skilled in fostering positive employee relations and boosting employee morale through effective communication and conflict resolution. Strong understanding of labor laws and regulations, with a focus on compliance and risk management.

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## SKILLS

MS Excel	Tally ERP 9	Strong interpersonal skills
Powerpoint	Critical thinking skills	ATS and CMS Softwares
Power BI	Excellent communication skills	Payroll Handling

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## PROFESSIONAL EXPERIENCE

### • MMC Hospital

Jan 2024- Present

#### HR Executive Intern

Oversee recruitment efforts, ensuring hospitals attract and hire qualified doctors, nurses, and support staff. They manage employee relations, handling conflicts and fostering a positive work environment through engagement initiatives and training programs. HR also administers compensation and benefits, ensuring competitive packages and compliance with labor laws.

May 2023-Dec 2023

### • Info Apps

#### BDE & PRO

Driving the growth of a company by identifying new business opportunities, generating leads, and nurturing relationships with potential clients. They conduct market research to understand industry trends and competitor activities, allowing them to develop effective strategies to expand the company's market presence.

July 2021 - Oct2022

### • TEXPA

#### HR Executive

Responsible for recruiting highly skilled IT professionals, such as software engineers, data analysts, cybersecurity experts, and project managers, through targeted recruitment strategies that include technical assessments and industry-specific hiring practices.

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## EDUCATION & CERTIFICATIONS

### • Maters of Business Administration

Majors: HR and Marketing

Farook Institute Of Management Studies, Calicut

### • Bachelors Of Commerce

ITM College of Arts and Science

#### CERTIFICATIONS:

- People Mangement
- Employee Wellbeing
- Tally ERP9 with GST

## PROJECTS

- Work Life Balance of Employees at Nikshan Electronics
- Undertaken an Organisational Study from Nikshan Electronics

## LANGUAGES

- English
  - Hindi
  - Malayalam
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## REFERENCE

Jishnu PK

CEO

Texpa

9567275953

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## DECLARATION

I here by declare that the above given information are true to the best of my knowledge