



ANUSREE P

HUMAN RESOURCE | HOSPITAL ADMINISTRATION

CONTACT

- 📞 9544166124
- ✉️ anusreejayachandran3@gmail.com
- 📍 D/O Jayachandran
Pola (H) velapuram
PO Pappinisseri, Kannur
Kerala 670561

SKILLS

- Management skill
- Client Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Talent Sourcing

PERSONAL DATA

DOB : 12/06/2001
UNMARRIED

REFERENCE

Former MBA coordinator
ICM KANNUR
Assistant Professor
INDU HARISH
Phone: 7356883801
Email : indujp@gmail.com



PROFILE

Seeking challenging position in a reputed organisation where i can learn new skills, expand my knowledge and leverage my learnings. Efficient and dedicated professional with experience, skilled Proven ability to support goals and drive team success.



WORK EXPERIENCE

ebishr.com 2024 PRESENT
HR EXECUTIVE

- Assist with recruitment and onboarding processes.
- Maintain and update employee records and HR databases.
- Coordinate training sessions and HR events.
- Handle employee inquiries and support HR policies.
- Prepare HR documents, like employment contracts.

Brilfox Business Solutions
HR EXECUTIVE & RECRUITER

- Source and attract qualified candidates through various channels.
- Screen resumes and conduct initial candidate interviews.
- Collaborate with clients to understand their hiring needs.
- Manage and maintain a candidate database.
- Coordinate interview scheduling between clients and candidates.
- Provide feedback and guidance to candidates throughout the hiring process.
- Assist in negotiating job offers and employment terms.
- Ensure a positive candidate experience and maintain client relationships.



EDUCATION

Master of Business Administration 2021-2023

HUMAN RESOURCE | HOSPITAL ADMINISTRATION
Institute Of Co operative Management
Parassinkkadavu, Kannur
Kannur University

B com Co operation

2018-2021

Morazha Co operative Arts & Science College
Kannur university