

ANUSREE P

HUMAN RESOURCE | HOSPITAL ADMINISTRATION



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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

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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

Parassinikkadavu, Kannur

Kannur University

B com Co operation

2018-2021

Morazha Co operative Arts & Science College

Kannur university