## SINY ANISH

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**OBJECTIVE**

An excellent career opportunity which will help me in implementing my acquired knowledge and talent to full potential so that it can be used for the welfare of the company as well as for me.

I believe my 8 years experience will mutually boost my career and benefit the company

**EDUCATIONAL QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| Year | Degree | Institution |
| 2006 | MBA | ICFAI University |
| 2001-2006 | B.Tech (Computers ) | Anna University, Chennai |
| 1999-2001 | Higher Secondary CBSC | Bharatiya Vidya Mandir |
| 1999 | CBSC | Bharatiya Vidya Mandir |

**TECHNICAL SKILLS**

Programming Skills : C++, Turbo C, VB 6.0, Java, J2EE  , HTML.

Operating System Skills : Windows9X, 2000, XP, Vista, UNIX, MS-DOS.

Office Packages : MS- Word, Excel, Power Point, MS Access, Outlook.

Graphic Tool : Movie Maker, Adobe Illustrator and Page Maker.

**ACADEMIC ACHIEVEMENTS**

Was the topper in the 1ST year (2001) - B.Tech Computer Science (96%) in ANNA UNIVERSITY

**EMPLOYMENT HISTORY – 8 years**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Designation** | **Period** |
| RR CAREER | Branch Manager | 2012-2015 |
| Aitrich Technilogies | HR Manager | 2010-2012 |
| Acer India | Team Manager | 2007-2008 |
| Loyac International, Kuwait | IT Admin | 2006-2007 |
| HP, Bangalore | Tech Support Engineer | 2005-2006 |
| Sutherland Global Services, Chennai | Tech Support Engineer | 2004-2005 |

**Roles and Responsibilities in IT Field**

* Diagnose hardware and software problems, and replace defective components.
* Maintain and administer computer networks and related computing environments including computer hardware, systems software, applications software, and all configurations.
* Operate master consoles to monitor the performance of computer systems and networks, and to coordinate computer network access and use.
* Perform routine network startup and shutdown procedures, and maintain control records.
* Design, configure, and test computer hardware, networking software and operating system software.
* Recommend changes to improve systems and network configurations.

**Roles and Responsibilities in HR Role:**

* Responsibilities include but not limited to employee relations, benefits, payroll Specialist, database management, ensuring compliance of all legal and government reporting and policies for the divisions
* Participate in recruitment efforts for exempt and non-exempt positions; schedule interviews, coordinate staffing for the division
* Serve as the point of contact for all personnel employee matters and provide guidance to associates
* Coordinate and monitor leaves of absences in designated markets in the division
* Ensure compliance and consistency of company policies, procedures and best practices
* Track reviews and handle performance management issues with managers and associates.
* Salary Specialist that includes merit increase, salary adjustment and changes, transfers, leave of absence, etc.
* Participate in recruitment effort for exempt and non-exempt personnel; coordinate advertisements and position postings;
* Monitor personnel hiring and terminations and ensure accuracy of data input and systems access for associates
* Prepares and compile data for staffing and diversity related reports and distribute to management
* Maintains employee confidence and protects operations by maintaining personnel data confidential and accurate
* Communicates with executives and line management to gather and convey relevant information to associates

**Responsibilities as HR Manager** *(Recruitment and Staffing Solutions)*

Each organization forms different groups of talents, which are developed to be the future managers and leaders of the organization. The career development department prepares the programs for the talent advisors, who communicate with the internal customers and the career development clients.

* Responsible for the performance and development of the organization.
* Prepares action plans by individuals as well as by team for effective outputs.
* Initiates and coordinates development of action plans to penetrate new markets.
* Assists in the development and implementation of marketing plans as needed.
* Provides timely feedback to senior management regarding performance.
* Provides timely, accurate, competitive pricing on all completed prospect applications submitted for pricing and approval, while striving to maintain maximum profit margin.
* Controls expenses to meet budget guidelines.
* Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team.
* Recruits, tests, and hire Employees based on criteria agreed upon by senior management.

**EXTRA CURRICULAR ACTIVITIES**

* Won several prizes for Music competitions.
* Selected as BEST OUTGOING STUDENT in 2005 at SSM Coolege of Engineering
* Won various prizes for PAINTING , ESSAY WRITING , SALAD ARRANGEMENTS,
  + HANDWRITING COMPETITIONS etc.
* Participated in several DANCE Competitions.
* Won 2nd Prize in ALL –Kerala CBSE Schools MIME SHOW held at ChinmayaVidyalaya School Vaduthala.
* Active member of Organizations such as KMCA- Kuwait and Jesus Youth .
* Selected as Communication Trainer at HP- Bangalore.

**INTERESTS AND HOBBIES**

* Listening to music.
* Cooking and Serving.
* Glass painting.
* Traveling, Touring and Family Outings.
* Watching Movies.

**STRENGTHS**

* Excellent Time Management Skills and Leadership.
* Maintaining Good public relation.
* Good communication skills, Team Player.
* Commitment to achieve the objectives.

**DECLARATION**

I consider myself to be confident of achieving targets through hard work & dedication. I hereby declare that the information furnished above is true to the best of my knowledge.

**Siny Anish**