



ANUSHA P

HR & Admin Assistant

Phone No:

+971 525004691

Email Id:

anushapakkattil1998@gmail.com

Date of Birth:

03/06/1998

Current Address:

Al Nahda, Sharjah, UAE

Nationality: Indian

Passport No: V2121609

Visa: Husband Visa

Languages Known:

- English
- Malayalam

Skill:

- MS Office
- Tally Erp

Strengths

- Communication skill
- Conceptual knowledge
- Persistent
- Punctual

PROFILE

To associate with a reputed organization this allows me to put my competencies to the best use and to become an integral part of the organization

EXPERIENCE

SAINT GOBAIN INDIA PVT LTD, PALAKKAD, KERALA
HR & Admin Assistant. (Aug 2020- Aug 2021)

- Managing company staff, including coordinating and supporting the recruitment process
- Onboarding newcomers to the company
- Determining suitable salaries and remuneration
- Providing the necessary support systems for payroll requirements
- Developing adequate induction and training
- Supporting employee opportunities for professional development
- Managing succession planning of staff
- Assisting with the performance management and review process

1 month internship in "MALABAR CEMENTS LTD" Walayar, kerala.

EDUCATION

2020	MBA (HR&FINANCE) UNIVERSITY OF CALICUT, KERALA
2018	BCOM FINANCE UNIVERSITY OF CALICUT, KERALA
2015	PLUS TWO -COMMERCE DHSE, KERALA
2013	SSLC GOVT. OF KERALA

PROJECTS

- A Study on the effectiveness of grievance handling mechanism in Malabar Cements Ltd. Walayar
- A Study on investment habits of employees at different income groups with special reference to Pidilite Industries Ltd, Ernakulam.

ACHIEVEMENTS

- Participated in 'HR Game' conducted by School Of Management Studies, Palakkad
- Awarded for the coordination and management of Job Fare conducted by CBS College, November 2019
- Secured second position in Chess Game conducted by CBS College
- Participated in 'National level speech competition on the topic "Integrity A way of life" conducted by BEML, Kanjikode
- Participated in 'Product Launch' conducted by EASA College
- Coordinator of Christmas celebration conducted in CBS College