



ANSHIYA ANTONY

HR EXECUTIVE

CONTACT

P +91 99950 77008
E anshiyaanto22@gmail.com
A kaithavalappil (H), Ponnurunni,
Vyttila PO, Asan Cross Road,
Ernakulam, Kerala, PIN: 682019

EDUCATION

Indira Gandhi National Open University
June 2022 - January 2023
Master's Of Business Administration
in Human Resource
Pursuing

Mahatma Gandhi University
2017-2020
St Paul's College
Bcom Finance and Taxation
Distinction

PROFESSIONAL SUMMARY

Seeking a position in the field of management where I can effectively contribute my Technical, Creative, Communicative, and Managerial skills which offer Personal and Professional growth. Creative thinker with strong people skills and Two years of experience within the HR industry and Marketing. Looking to transition into a new role with a large, impactful company.

EXPERIENCE

Evershine Placement and Exports Pvt Ltd
HR Executive / May 2022-Present

- Consistently recruiting excellent candidates.
- Maintaining a smooth onboarding process.
- Training, counseling, and coaching our staff.
- Maintaining employee and workplace privacy.
- Creating clear and concise reports.
- Giving helpful and engaging presentations.
- Resolving conflicts through positive and professional mediation.
- Carrying out necessary administrative duties.

Aabasoft Technologies India Pvt Ltd

*Partner Account Associate / June 2021 - March 2022
(10months)*

- Identifying and creating new qualified opportunities within current customer base, progressing those deals through a sales cycle to closed won
- Build a professional relationship with partners
- Dealing with partners and give a right to sell products

HOBBIES

- Dancing
- Workout and Health- Related Activities
- Making Eco Friendly Surrounding
- Listening Music

HARD SKILLS

- Business Management Skills
- Financial Skills
- Technological Competency
- Analytical Skills
- Design Skills

SOFT SKILLS

- Good English Communication
- Good Time Management
- Decision Making
- Problem Solving Ability
- Hardworking & Self Motivated

EXTRACURRICULAR ACTIVITIES

- Home Tutor
- Event Hostess at wedding ceremonies, corporate events.
- Emcee
- Artist

Mint Consultant and Management

*Marketing Executive / June 2020- June 2021
(1Year)*

- The ability to produce accurate financial reports.
- Excellent attention to detail.
- Discretion as there will likely be sensitive information and figures discussed.
- The ability to work to strict time constraints.
- The ability to prioritize work.

Mint Consultant and Management

*Assistant Accountant / June 2020- June 2021
(1Year)*

- Mint consultant and management is an virtual business and I worked has a marketing executive and also assistant accountant
- Effective analytical
- Interpersonal
- Decision-making skills

ACHIEVEMENTS & AWARDS

- Attended the National Seminar on 21st Century Accounting and Finance Professional-Opportunities
- Participated In All Kerala Best Manager Contest Organized By Global Institute of Integral Management Studies Cochin
- Attended The Women Entrepreneur Competition held by Rajagiri RCSS
- Attended Face Hunt Event Conducted by Sree Sankara College, Aluva

PERSONAL INFORMATION

FATHER : ANTONY K L
MOTHER : BENCY ANTONY
DATE OF BIRTH : 21/04/1999
GENDER : FEMALE
NATIONALITY : INDIAN

PASSPORT DETAILS

PASSPORT NUMBER : V 9987081
DATE OF ISSUE : 19/04/2022 DATE
OF EXPIRY : 18/04/2032

REFERENCE

VALENTINE D'CRUZ
Principal of St.paul's College
dcruzvalentine@yahoo.in
+91 94976 86501

DECLARATION

I, ANSHIYA ANTONY, hereby declare that the above mentioned details are true to the best of my knowledge and belief.

VYTTILA ANSHIYA ANTONY

EXPERTISE

- Microsoft Office
- Digital Marketing
- Website
- Accounts

PROJECT

The Impact Of Motor Vehicle
Amendment Act 2019 On Vehicle
User And Vehicle Insurance

LANGUAGES

ENGLISH
HINDI
MALAYALAM
FRENCH
TAMIL

