



ATHIRA ANANDAN

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Visa Status: Visit Visa (Validity : 2 Month)

SUMMARY

Organized and detail-oriented professional with over one years of experience supporting HR operations and document control in the telecom and insurance sectors. Skilled in recruitment, document management, and strategic support with strong abilities in data handling, project coordination, and administrative support. Seeking a role in HR and administration to leverage expertise in managing employee records, project documentation, and training initiatives.

KEY SKILLS

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|----------------------------|--------------------------|------------------------------------|
| • Recruitment Coordination | • Training Coordination | • Customer Relationship Management |
| • Employee Onboarding | • Project Documentation | • Problem-Solving |
| • Employee Engagement | • Strategic Planning | • Attention to Detail |
| • Data Entry & Management | • Performance Management | • Team Collaboration |
| • MIS Reporting | • Document Management | • Communication Skills |
| • Compliance & Regulations | • Time Management | • Customer Service Orientation |

WORK EXPERIENCE

HR Assistant cum MIS, Onyx Tele Infra Pvt Ltd, Kerala, India

Dec 2022 - July 2024

- Recruited 20 employees through job application portals, managing the entire process from shortlisting to onboarding. Collaborated with the HR Manager to meet hiring goals, ensuring a smooth candidate experience.
- Managed end-to-end document control for the Jio 5G project, maintaining strict oversight of documentation through scanning, uploading, and archiving processes for billing and compliance.
- Actively supported the HR Manager in executing strategic initiatives, contributing to long-term planning and goal-setting processes.
- Assisted in budgeting and forecasting for HR and project expenses, ensuring alignment with organizational financial goals.
- Prepared and maintained financial records related to employee reimbursements and payroll processing.
- Coordinated documentation and records for multiple telecom projects, ensuring accuracy and accessibility of data for team use and audit requirements.
- Organized and scheduled training sessions for staff based on skill assessment needs, increasing workforce efficiency and engagement through well-structured development plans.

Business Development Associate, Star Union Dai-ichi Life Insurance, Kerala, India

Sept 2022 - Nov 2022

- Engaged daily with 10 Union Bank of India branches to promote life insurance products, enhancing product visibility and support for bank staff in explaining coverage options.
- Calculated and accurately uploaded life insurance premium data, contributing to improvement in data management speed and accuracy.
- Provided training for bank staff on using insurance software to calculate premiums, ensuring accurate data entry and customer satisfaction.

HR Assistant (Internship), Vision Motors Pvt Ltd (Vision Honda), Kerala, India

Dec 2021 - Dec 2021

- Conducted employee engagement programs designed to boost morale and enhance workplace satisfaction.
- Created and presented the company's organizational structure to senior management, streamlining internal communications and hierarchical clarity.
- Processed over 200 employee records within a 15-day period, updating and organizing records for ease of access and reporting accuracy.

EDUCATION

Master of Business Administration (MBA) in HR and Marketing Adi Shankara Institute of Engineering and Technology, Kerala, India	Aug 2020 - Aug 2022
Bachelor of Commerce in Computer Application MES College Marampally, Kerala, India	July 2016 - Mar 2019

CERTIFICATIONS

- Diploma in Shipping and Logistics
- Diploma in Computer Application
- Certificate in Banking and Finance

PROJECTS

Project Title : Employee Engagement Practices in the IT Sector
<ul style="list-style-type: none">• Conducted a study to examine employee engagement practices and their effect on productivity and work satisfaction in the IT sector.• Analyzed the impact of demographic factors (age, gender, experience, income, education) on engagement levels and work outcomes.

ADDITIONAL INFORMATION

- Software Knowledge : Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Languages : English, Hindi, Malayalam

DECLARATION

I hereby declare that the above mentioned statement is correct and true to the best of my knowledge and belief.