

ANSILA NAZRIN A

HUMAN RESOURCE

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CAREER OBJECTIVE

Holding 2+ years of experience worked in an Human Resources, Administration and Accounts field starts from managing and coordinating all organisational functions, framing , planning and executing policies and procedures. Extensive experience in recruitment, training and development, preparing balance sheet and reports. Employs excellent leadership, time management skills and inquisitive learner.

WORK EXPERIENCE

HR ASSOCIATE

Foisy Software Company, India.

April 2021 – August 2021

Roles and Responsibilities

- Handling End to End recruitment including entire post recruitment and joining formality activities includes listing jobs, sourcing, screening, hiring potential employee, employee induction, issuing ID cards, generating employee code, and all the other joining formalities and documentation.
- Handling telephonic calls, emails, managing and updating employee database in HR system, attendance and leave records and entire-time office function and maintaining all personnel records confidentiality ,setting up all database file for future reference.
- Assisting and coordinating with various department's in the completion of the task.
- Creating innovative PowerPoint presentation for internal and external activities.
- Handling and monitoring overall activities of an employee, preparing minutes after every meeting, preparing month end reports coordinating with top management to achieve overall productivity.
- Preparing policy documentation, job description, and daily status reports to CEO .
- Work closely with management in all aspects of human resources.
- Develop and implement HR strategies and initiatives aligned with the overall business strategy.

HR RECRUITER Cum CRM

Hindustan HR Recruitment Company, India.

February 2020 – February 2021

Roles and Responsibilities

- Handling complete recruitment activities based on IT & Non-IT profiles
- Sourcing profiles through social media platforms and also through job portals like Naukri.
- Screening the profiles as per job requirement by filtering the candidate's qualification, experience, skills and communication.
- Making calls and scheduling the interviews for screened candidates.
- Taking interviews and coordinate the interview with hiring manager.
- Maintaining the candidate database.
- Performing all activities of recruitment like job posting.
- Preparing daily, weekly and monthly report of recruitment activities

- Analysing the company websites to find upcoming recruitment activities in market.
- Sending business proposal to the HR Team.
- Building and developing positive relationship with the client.
- Communicating with client for signing the business contract.
- Collecting Job description from the client to fulfil their requirements.
- Responsible for updating new openings to team.
- Maintaining the client database and contract details confidentially.

AUDIT ASSISTANT

Raghunathan & Co Audit Office, India

April 2018 – September 2018

Roles and Responsibilities

- Verify and inspect accounts receivable and payable ledgers and general ledger for its accuracy.
- Check, inspect and reconcile bank deposits and payments.
- Check all accounting and clients' databases to update the reports properly.
- Maintaining and preparing tax bills and entering return file statement.
- Prepare balance sheet and memo of income if necessary, after ensuring balance sheet.
- Examine and analyse journal and ledger statement.
- Ensure audit policies and regulations

EDUCATION

Bachelor of Commerce with Computer Application

Noorul Islam College Arts and Science.

2015 - 2018

Master of Business Administration.

Eva Stalin Business School.

2018 - 2020

INTERNSHIP PROJECTS

- WORKLIFE BALANCE OF EMPLOYEES IN SUTHERLAND GLOBAL SERVICE Pvt Ltd.
- A STUDY ON INVESTMENT OPPORTUNITIES OF MICROFINANCE INDUSTRY IN INDIA”

CORE COMPETENCIES

- Recruitment
- Performance Management
- Talent Acquisition
- Employee welfare & Law
- Payroll
- Performance Appraisal

PERSONAL SKILLS

- Communication skills
- Inquisitive learner
- Excellent Time management skill
- Optimistic Thinker
- Self motivator
- Team worker

TECHNICAL SKILLS

- Diploma in Computer Application
- MS Word
- MS Excel
- MS PowerPoint
- Outlook
- Tally ERP 9
- HRMS

INDUSTRIAL VISIT

- AAVIN milk company, Sholinganallur, Chennai
- ATV Precision Components Pvt.Ltd, Maraimalai Nagar, Chennai.
- JK Tyres & Industries Manufacturing Factory, Sriperambudur, Chennai.
- SATISH DHAWAN SPACE CENTRE by ISRO, Sriharikota, Andhra Pradesh, India.

LANGUAGES KNOWN

- English
- Malayalam
- Tamil

AWARDS & RECOGNITION

- Momentum for Academics Class Topper Award in MBA by Eva Stalin Business School.
- Monetary Rewards of Cash Price for Department Topper in B. Com Computer Application.
- Momentum for Academics Topper Award in B. Com Computer Application

ACTIVITIES INVOLVED

- Organized ADVANCED EXCEL workshop in EVA STALIN BUSINESS SCHOOL, Chennai
- Organized Blood donation camp.
- Act as Master of Ceremony in various programs..
- Act as Master of Ceremony in How to crack the government exams program conducted by Madras Christian College, Chennai.
- Member of Eco Club in C.S.I Matriculation Higher Secondary School
- Organized Departmental Management Meet “CORPO BIZNERGY 2020” in Eva Stalin Business School.
- Performed Student Coordinator and Master of ceremony role in “CORPO BIZNERGY 2020 EVENT”.

PERSONAL DETAILS

Gender	: Female.
Date of Birth	: 13-09-1997
Nationality	: Indian.
Passport No	: U5075709
Visa Status	: Visit Visa