

ANUSREE P C

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SUMMARY

Results-driven HR professional with experience in talent acquisition, HR operations, and employee engagement. Skilled in end-to-end recruitment, onboarding, HRIS management, and policy compliance. Adept at building strong talent pipelines, coordinating performance reviews, and supporting training initiatives.

EXPERIENCE

TALENT ACQUISITION & HR COORDINATOR – FINANSHEL.S.COM

05/2025-Present

- Sourced and screened candidates through job boards, social media, referrals, and other channels
- Coordinated and scheduled interviews between candidates and hiring managers
- Maintained candidate databases and updated the Applicant Tracking System (ATS)
- Prepared offer letters, collected onboarding documents, and ensured smooth transitions for new hires
- Built and nurtured a strong talent pipeline to support current and future hiring needs
- Organized recruitment events, job fairs, and campus hiring drives
- Managed employee records and updated HRIS systems with accuracy and confidentiality
- Facilitated onboarding and offboarding processes for employees
- Tracked employee leave, maintained documentation, and ensured compliance with HR policies
- Planned and executed employee engagement initiatives and internal HR communications
- Responded to employee inquiries regarding HR policies, procedures, and benefits
- Supported performance review cycles and coordinated training programs as needed

HR INTERN - MALABAR GROUP

03/2022 – 10/2022

- Conducted HR induction for new colleagues for both the Retail & Hospitality industries.
- Assisted colleagues with admin/document requests and processed all HR-related letters and certificates for colleagues
- Reviewed and maintained accurate employee records and files, including interview documents.
- Ensured smooth implementation of HR and administration policies.

HR INTERN - ASTER DM HEALTHCARE

06/2022 – 12/2022

- Fostered positive working relationships with team members to achieve common goals, addressing concerns appropriately.
- Supported the onboarding to the exit of the employees
- Fulfilled other reasonable job duties as assigned by supervisors.

SKILLS

- Communication Skills
- Microsoft Office
- Employee Engagement
- HR Operations
- Onboarding
- Zoho Books
- Employee Relations
- Interpersonal Skills
- Problem-solving
- End-to-End Recruitment
- Attention to Detail
- Payroll
- Talent Acquisition
- HRIS
- Hiring and training
- Zimyo
- Keka HRMS

ACADEMIC QUALIFICATION

Master of Business Administration – Human Resource Management & Operations Management

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY | 2021-2023 | Kerala, India

CERTIFICATE

- Digital Supply Chain Management, NIT Calicut
- Toyota Production System, IIT Roorkee
- Career Essentials in generative AI, Microsoft
- Naukri Maestro Recruiter Certificate
- Human Resources Job Simulation, GE Aerospace
- Cloud for CHROs – AWS
- Data Driven HR – AI-powered People Analytics, SHRM
- Strategic HR, SHRM
- Project Management, Accenture
- Data Visualization, Tata
- Data Analysis using MS Excel, Coursera
- Business Management Essentials Certified (BMEC) - Management & Strategy Institute
- Agile Project Management
- HR-Payroll, SHRM
- SAP Certified Application Associate, LinkedIn
- Data-Driven HR: AI-Powered People Analytics - SHRM