

Curriculum Vitae

Ancy Lijo

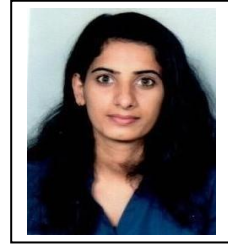
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CAREER SUMMARY

A performance driven professional with 5+ years of combined experiences in HR practice, recruiting, employee lifecycle, retaining the employees. Efficient in planning the organization needs. Proficient in supervising the other HR staff. Proficient in giving valuable decision and assisting the other departments. Expert in taking the order from the seniors and giving the valuable suggestions

WORK EXPERIENCE

Sl. No	Name of the Company	Duration	Designation	Reason for Change
1	Modern Exchange Company BSc (C), Bahrain	Apr 19 to Nov 19	Secretary	Ceased Operation in Bahrain
2	Aasaanjobs.com, Mumbai	Mar 17 to Feb 18	Sr. Executive	Relocation to Bahrain
3	Aeon Software Pvt Ltd, Mumbai	Sep 16 to Feb 17	HR Executive	Career Growth
4	Mind coral Services Pvt Ltd, Mumbai [Client Site: Samsung India Electronics]	Jun 15 to Sep 16	HR Executive	Career Growth
5	I Byte Solutions Kochi Kerala	Nov 12 to Apr 15	HR Coordinator	Relocation to Mumbai for better Career opportunity

Duties and Responsibilities Handled

- ✓ Checking the updating the day-today sales and operations activities
- ✓ Preparing Daily, Weekly and Monthly MIS
- ✓ Checking staff schedule
- ✓ Initial verification of petty cash and bills related to marketing activities
- ✓ Check frequently the levels of office supplies and place appropriate orders
- ✓ Coordinating mailshots and similar publicity tasks
- ✓ Maintaining diaries and arranging appointments
- ✓ answering calls, taking messages and handling correspondence
- ✓ Undertake occasional receptionist duties
- ✓ Expertise in Entire Recruitment Life Cycle from Sourcing, Screening, Short-listing, Coordinating with Interviews, Selection, salary Negotiations, and pre and post selection Process.
- ✓ Managing entire Recruitment, client interaction and hiring of Junior, middle and senior level positions for various business requirements.

- ✓ Excellent in Sourcing, Networking, Reference building, Briefing the candidates about the job profile, package, organization, etc.
- ✓ On boarding , Induction regarding the rules and regulations, related documentation of Employees lifecycle
- ✓ Process of HR Formalities, KRA n& KPI of Employees, Monthly task allocation and timely completion of task.
- ✓ Project Coordination
- ✓ Performance appraisals, and grievance handling
- ✓ Attendance Checking and End to end salary processing, Record expenses for resources (travelling and other expenses),
- ✓ Handled multiple clients and positions for various sectors BFSI, Telecom, Software and IT

EDUCATIONAL QUALIFICATION

Course	Year	Board / University	Institution	Percentage of Marks
M.B.A (H.R, IT)	2010 -12	Mahatma Gandhi University, Kerala	Mount Zion College of Engineering and Technology, Pathanamthitta.	70%
B.Sc. PHYSICS	2007 - 10	Mahatma Gandhi University, Kerala	B.C.M College for Women, Kottayam	70%
H.S.E (+2, SCIENCE)	2005 - 07	Kerala State Board	M.G.M.N.S.S.H.S.S Lakkattoor, Kottayam	70%
S.S.L.C	2004 - 05	Kerala State Board	I.J.B.C.G.H.S.S. Manarcad, Kottayam	72%

INTERNSHIPS AND PROJECT

- **The study of Employees Job satisfaction at RUBCO Pambady, Kottayam, A** project work based on the H.R.Department.
- An organization study in **M.R.F. Vadavathoor, Kottayam**

PERSONAL DATA

Date of Birth : 13-06-1990
 Sex : Female
 Nationality : Indian
 Marital Status : Married
 CPR Number :900664800
 Visa Status : Dependant Visa
 Languages : English, Hindi, Malayalam,

REFERENCE

On Request

DECLARATION

I hereby declare that all the above information furnished is true to the best of My knowledge.

Place: Bahrain

Yours Truly

Date:

Ancy Lijo