

ANISHA FERNANDES

OBJECTIVE:

- Human Resources Executive/ Sr. Associate with 2 years of experience assisting with and fulfilling organization staffing needs and requirements.
- A proven track record of using my excellent communication skills to lead and improve HR departments and improve department efficiencies.

★ SKILLS HIGHLIGHTS:

- ✓ **Team player**
- ✓ **Gap analysis**
- ✓ **Communication**
- ✓ **Recruiting**
- ✓ **Quick learner**

★ LANGUAGE SKILLS:

- English**
- Hindi**
- Konkani**

EXPERIENCE

10th JULY 2020– CURRENT
HR Executive • JOANES P & CO • Vasco-Da-Gama, Goa.

- Improving and implementing the workforce in the organization by new strategy of recruitment.
- Coordination and communicating with all the outsourced employees.
- Handling all the organization's admin work.
- Performed reference checks from prior managers to confirm work responsibilities & assess the candidate's employability.
- Develop and carry out an efficient documentation and filing system.
- Maintained the tasks of receiving calls, take messages and routing correspondence.

1ST JUNE 2019– 31ST JULY 2020.
Sr. HR Associate • ZORG INC. • Panjim, Goa.

- Joined the organization as a Business HR Associate with major key role as an HR Recruiter.
- Designed and updated the job description of the organization.
- Identifying, recommending, and implementing recruiting operations solutions.
- Further, promoted as a Sr. HR Associate on maximizing the number of employees in the organization.
- Created a hiring process with each individual Manager that meets both their needs as well as best practices for recruitment and hiring.
- Responsible for documenting all interviews, submitting scorecards and reviewing those scorecards with all managers.
- Coordinated and scheduled interviews with the candidates over phone, social media, or job portals (monster.com, naukri.com, timejob.com)



ADDRESS:

401, Valarie Nash
Heights,
Chicalim, Vasco-Da-
Gama, 403711.
Goa.

- Created an Excel document used to track all qualified candidates, interview process, feedback, and open tasks for full visibility to the recruitment and hiring teams.
- Scheduled interviews and coordinate with client and candidate as well as follow up throughout the hiring process.
- Performed reference checks from prior managers to confirm work responsibilities & assess the candidate's employability.



PHONE:

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EMAIL:

anifernandes03@gmail.com

EDUCATION

XAVIERS INSTITUTE OF BUSINESS MANAGEMENT. Bangalore, India.

*Master in Business Administration with Dual Specialization in
Human Resource management and Logistics management.
(Currently pursuing)*

S.S DEMPO COLLEGE OF COMMERCE AND ECONOMICS.Goa, India.

Bachelor of Business Administration.

APRIL2019.

B Grade

HANSRAJ MORARJI JUNIOR COLLEGE OF SCIENCE AND COMMERCE(HSC).

Mumbai, India.

FEBRUARY 2016.

74.62%

RAIGARD MILITARY SCHOOL(SSC).

Mumbai, India.

MARCH 2014.

8 CGPA.

COLLEGE INTERNSHIP

1. HOTEL SUPREME BUSINESS CLASS.
Vasco-Da-Gama, Goa.
April 20th 2018 – June 20th 2018.
2. JSW SOUTH WEST PORT LIMITED.
Vasco-Da-Gama, Goa
May 1st 2017 – June 22nd 2017.

ACHIVEMENTS

- Human Resource Management Round-Head for Rannbhoomi College Event. | 2018.
- 2nd place in Human resource Management at Rosary College, Impression event. | 2018.
- 1st place in Human Resource Management at S.S Dempo College, Head-start Event. | 2017.

REFERENCES

Reference to be provided on request.