

NEETHU ANOJ

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LinkedIn: [linkedin.com/in/neethuanoj](https://www.linkedin.com/in/neethuanoj)

Results-driven HR professional with extensive experience in academic coordination, talent management, employee engagement, and organizational development. Skilled in HR operations, **recruitment, training & development**, and employee relations with a total experience of **10yrs**. Adept at implementing HR best practices to foster a positive workplace culture, drive performance, and support business objectives. Passionate about mental health and employee well-being, with a strong background in **psychology**.

PROFESSIONAL EXPERIENCE

- Talent Acquisition & Recruitment
- Employee Relations & Engagement
- Training & Development
- HR Policies & Compliance
- Performance Management
- Event & Cultural Program Coordination
- Digital Marketing & Branding
- Workplace Mental Health Support
- Leadership & Team Building

Dynamic and empathetic professional blending creativity with leadership — dedicated to nurturing talent, fostering innovation, and building meaningful connections through every role I take on.

CAREER HISTORY

Organisation : SFS Academy Malur
Position Held : Academic Coordinator
Period of service : 2023 – Till Now

Job responsibilities

- Spearheaded employee engagement initiatives.
- Fostering a collaborative work environment.
- **Managed academic and cultural events**, enhancing team synergy and motivation.
- **Assisted in recruitment, onboarding, and training programs to support staff development.**
- Developed and maintained the **school website and digital marketing strategies.**
- Acted as liaison between management, staff, and parents to ensure smooth communication and resolution of concerns.



Contact details

...
Thiruthalil house
Kollampara p.o
Nileshwar
Kasaragode -671314
Kerala, India

PRESENT ADDRESS

KB ECO City
Flat no. L2 34
Glass factory layout
Huskur Gate, Electronic City
Bangalore- 560100

PERSONAL DETAILS

Marital status: Married
Date of Birth: 10/01/87

Accomplishments

- Staffing allocation
- Monthly employee recognition programs
- Inter-school competitions and workshops
- Website design
- Annual day coordination

Organisation : SFS Academy Electronic city
Position Held : Cultural Coordinator
Period of service : 2015-2018

Job responsibilities

- Designed and executed employee training workshops and cultural programs.
- Managed internal communications and engagement initiatives to enhance workplace morale.
- Planned and **executed digital marketing strategies** across social media platforms to boost school visibility and engagement.
- **Assisted in recruitment**, onboarding, and staff training programs to support continuous professional development.
- Oversaw inter-house competitions and **annual calendar planning**, ensuring seamless coordination and timely execution.

Accomplishments

- Rebranding of school communications.
- Acted as the official representative for the school in various **inter-school competitions** and academic forums.
- Initiated and led the **Good Samaritan Club**, focusing on student-led mental health awareness programs and acts of community service.

Organisation : St. Francis De Sales High School , Hebbagodi
Position Held : Computer Teacher/ CCA coordinator
Period of service : 2009-2015

Job responsibilities

- Conducted technology training for faculty and students, promoting digital proficiency.
- Led extracurricular activities to build team spirit and interpersonal skills.
- **Collaborated with the computer faculty** to drive the **digital expansion of the school**, including website development, e-newsletters, and the integration of digital tools for communication and learning.

Accomplishments

- Digital Expansion of the School
- Staff Development & Allocation
- Annual Day & Major Event Coordination

TECHNICAL PROFFICIENCY



- Digital Tools Canva, Wix, Filmora, Adobe Suite (Photoshop, Lightroom, Illustrator), Snapseed, InShot, CapCut, Fotor, Pixlr, Typorama, VN Editor.
- Programming: C, C++, Java, .Net, SQL, HTML
- MS Office Suite (Excel, PowerPoint, Word, Outlook)
- Chat GPT prompts and AI tools

COMPUTER SKILLS

- MICROSOFT OUTLOOK,
- WINDOWS XP/7/8/LINUX
- MS OFFICE TOOLS, PHOTOSHOP

SKILLS

- Employee Wellness & Mental Health Advocacy
- Corporate Training & Development
- Diversity & Inclusion Programs
- Professional Dance Choreography & Event Management
- Content Creation & Digital Branding

Enrichment activities

- Entrepreneur, who runs "Minnies couture"
- Event Co-ordination
- Choreography
- Establishing quick connection with people
- Dancing
- Painting
- A born Bibliophile
- Social media Influencer

Languages Known

- English,
- Malayalam
- Tamil
- Hindi
- Kannada

EDUCATIONAL QUALIFICATIONS

- **2024- present:** Postgraduate Diploma in Child Psychology – Medhavi University (Ongoing, Expected 2025)
 - ✓ Cognitive Development
 - ✓ Behavioral Theories
 - ✓ Child Counseling Techniques
- **2004- 2008:** B. Tech in Electronics and Communication – Cochin University of Science and Technology
- **2002- 2004:** Higher Secondary (Plus Two) St. Thomas H.S.S, Thomapuram, Kerala, Aggregate: 87%
- **2002 :** SSLC St. Theresa's Anglo-Indian School, Kannur, Kerala, Aggregate: 90%

Certifications

- **Certified Employability Skills** – Medhavi University
 - ✓ Communication
 - ✓ Teamwork
 - ✓ Time Management
 - ✓ Conflict Resolution
- **Chat GPT & AI Tool workshop** - Certified by Jatan Shah

TBA – Basics of Generative AI, Practical Applications in Education and Workflows, Prompt Engineering,

SUMMARY

The details above are my curriculum vitae and I do hereby declare that the particulars given above are true to the best of my knowledge and belief.

Place: Bangalore
Date: 19.06.2025

Neethu Anoj