

ANOUSHKA MENEZES

Masshouse Plaza 2, Masshouse Ln, B5 5JF Birmingham, United Kingdom
+44 7564332383

anoushkalarysa@gmail.com

Passionate and self-motivated Business Psychologist. A recent Master's graduate working in human resources. I take pride in being an extremely meticulous and efficient worker to appease task- and relationship-oriented leaders. I strongly value learning and collaboration and strive to create a healthy, happy and efficient workforce.

EXPERIENCE

JANUARY 2024 – MAY 2024

HUMAN RESOURCE CO-ORDINATOR, YOURSUPPORTLINE - BIRMINGHAM

- Began my tenure at the company with simple administrative duties, but later moved on to become the primary point of contact for all HR responsibilities.
- Worked towards increasing efficiency of any and all HR related duties.
- Created employment contracts, variation contracts and various other employment documents such as employment letters for visa applications and non-disclosure addendums.
- Assisted head of departments in various endeavors in order to help effectively manage and strengthen their staff including; attendance and Rota management, leave management, probationary reviews, performance appraisals and suspension hearings.
- Dealt with cases of gross misconduct and various other disciplinary issues with efficiency and empathy.
- Worked closely with the payroll department alongside being the primary point of contact for all recruitment and talent development endeavors.
- Exclusively managed all absences, holidays and sicknesses, through the BrightHR software for easier consolidation of vital information.

MAY 2021 – JUNE 2021

TRAINEE ORGANIZATIONAL PSYCHOLOGIST, COGNIZAVEST - BANGALORE

- Gained comprehensive understanding of how organizational Psychology works as a field and profession
- Created various training and talent development schemes in order to strengthen employee skills and work on dissolving weaknesses.
- Strong knowledge of organizational culture, organizational behavior, organizational development, competency frameworks, various types of motivations, leadership and diversity in a workplace.
- Strong insight into mental health at the workplace

MARCH 2021 – APRIL 2021

WORKSHOP VOLUNTEER, YOUTHFORSEVA - BANGALORE

- Conducted online sessions to help graduates with essential workplace skills.
- Helped candidates on a four-week long program to hone their interpersonal skills and be well prepared for interviews and various other workplace events.
- Created detailed and in-depth programs for candidates with appropriate testing to ensure the highest level of learning and talent development.
- Completed the program with high levels of interaction with participants and a positive response from over 80% of the sample.

EDUCATION

SEPTEMBER 2022 - PRESENT

MASTER OF SCIENCE IN BUSINESS PSYCHOLOGY, ASTON UNIVERSITY - BIRMINGHAM

Masters Research Project

Counterproductive work behaviors and their effects on organizational commitment.

Core Modules

- Organizational Behaviour
- Assessment and Performance
- Organizational Development
- Leadership and Decision Making
- Learning and Talent Development

Elective Modules

- Strategic and International Human Resource Management
- Careers and Counselling

JUNE 2019 – JUNE 2022

BACHELOR OF ARTS: PSYCHOLOGY, SOCIOLOGY AND ENGLISH, CHRIST UNIVERSITY - BANGALORE

- GPA: 3.5
- Clubs: Magazine committee design team, Arts Club, Member of *Centre for Academic and Professional Skills*

FEBRUARY 2018

IGCSE AND A LEVELS, THE WINCHESTER SCHOOL - DUBAI

- A*AAAB – IGCSE
- A*BB – A Levels
- Relevant Coursework: English, Sociology and Psychology.

- Achievements: Model United Nations for several years, Qualified for the global stage of World Scholars Cup

SKILLS

- Microsoft Office (Excel, PowerPoint, Word)
- Attention to Detail
- Reliable and Punctual
- Skilled with use of HR software (BrightHR, Huumans etc.)
- Excellent communication skills, both verbal and written
- Advanced command of English
- Thrives in collaborative work spaces

INTERESTS AND HOBBIES

- Music and Instruments
- Graphic Design
- Crochet
- Love for literature and languages; a frequent reader.
- Gaming

REFERENCES

References can be provided upon request.