



Mussafah , Abudhabi ,UAE
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ANURAJ RAMACHANDRAN

I am an MBA graduate with a specialization in HR and Marketing. With a passion for understanding human behavior and a keen interest in market dynamics, I bring a unique blend of skills to the table. I am on the lookout for new and exciting job roles where I can leverage my diverse educational background and my enthusiasm for learning.

Work History

Admin

Asian Wheels Passenger Transport

(May 2023 – Sep 2023)

- Handle queries from managers and employees
- Keep employee records (physical and digital)
- Maintain internal databases.
- Answer the phone Calls

HR Intern

Sree Gokulam Medical College and Reserch Foundation

(May 2022 - Aug 2022)

- Managed the Application of the Candidates
- Supported the Onboarding of the Candidates
- Maintained the Records of the Employees in the Database
- Assisted in Orientation of the Employees
- Contacted Job Applicants to inform of Application Status

HR Intern

IREL (India) Ltd

(Dec 2021 - March 2022)

- Managed the Screening of Candidate Applications as per the Qualifications and the Criteria
- Reduced the Extra Amount the Company was Paying because of the Discrepancies
- Assisted in Data Migration and Assisted in Calculating various Shift Allowances
- Managed Insurance Policy Verification
- Assisted in Ledger Creation of Employee for Canteen Expenses

Skills

- Microsoft Office
- Communication and Presentation
- Interpersonal Skills
- Documentation
- Screening
- Data entry

<https://www.linkedin.com/in/anurajramachandran/details/certifications/>

Educational Background

Bachelor's Of Commerce With Computer Applications

Marian college of Arts and Sciences
2016-2019

Master's in Human Resource and Marketing

Rajadhani Institute of Engineering and Technology
2020-2022

High Shool

Abu Dhabi Indian School
2012-2016

Certifications

Microsoft Office Specialist

Obtained Excel Associate (Excel 2019) certificate from Microsoft
Feb 2021

Soft Skills Certifiacte from IIT , Roorkee

Obtained Soft Skills certifiacte from IIT , Roorkee ,India .Scored among the top 5 % .

Certificate of Digital Marketing from ICT Academy of Kerala

Attended a training program conducted by ICT academy of Kerala and obtained a certificate .