

ANJU ABRAHAM

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+971 542732096

AI Nadha, Dubai,UAE



PROFESSIONAL SUMMARY

HR & Administration professional with over 2 years of experience and an MBA in Finance & HR. Skilled in recruitment, onboarding, employee relations, and ensuring HR policy compliance. Proven track record in streamlining processes to enhance operational efficiency. Proficient in MS Office, HRMS, and data analytics. Adept at fostering positive work environments and skilled in English, Malayalam, and Hindi. Seeking to leverage my expertise to contribute to organizational success in the UAE.

EXPERIENCE

June 2023 -
Jan 2025

Upright Migration and Education Consultants, Kerala, India
HR & Office Administrator

- Prepared comprehensive reports and maintained accurate documentation of operational procedures.
- Managed professional correspondence, ensuring effective communication with clients and stakeholders.
- Led recruitment processes, including screening applicants, conducting interviews, and selecting qualified candidates.
- Oversaw onboarding processes, facilitating smooth integration of new hires into the organization.
- Organized and streamlined office operations to enhance workflow efficiency and productivity.
- Coordinated training sessions and workshops to improve employee skills and knowledge.
- Ensured 100% compliance with industry standards and regulations.
- Played a pivotal role in resolving employee concerns, fostering a positive workplace environment.
- Increased visa success rate from 50% to 100% through meticulous documentation and compliance with immigration policies.

Jun 2020 -
Aug 2021

CASS Education and Training Institute, Kerala, India
IELTS Trainer

- Designed and administered practice tests to assess student progress and readiness for the IELTS exam.
- Managed session timings efficiently to maximize learning outcomes and maintain schedule adherence.
- Facilitated interactive conversations to enhance students' speaking skills, fluency, and confidence.
- Provided personalized feedback and guidance to address individual learning needs and areas for improvement.
- Developed customized lesson plans to cater to varying proficiency levels and learning styles.
- Conducted group discussions and activities to improve listening and comprehension skills.
- Maintained detailed records of student performance and progress to ensure tailored support and targeted improvements.

EDUCATION

Sep 2021-
Jun 2023

APJ Abdul Kalam Technological University (KTU), Kerala, India
Master of Business Administration (Finance & HR)

Aug 2017-
Mar 2020

Mahatma Gandhi University, Kerala, India
Bachelor of English Literature

SKILLS

- HR Management System
- Compliance and documentation processes in HR operations
- Data Entry, report generation, and analytics tools
- CMR software for client Management
- Creating and maintaining digital and physical filing system
- Microsoft office suite(Excel, Word, Powerpoint, Outlook)
- Communication and Coordination
- Visa Processing & Documentation
- Recruitment & Onboarding

CERTIFICATES

- HR Certification Course - Tareeqa Global Solutions.
- Soft Skills for Business Negotiations and Marketing Strategies - NPTEL Virtual certification
- Excel and Advanced Excel with Data Processing
-Synergy School of Business Skills.
- J. P Morgan Chase on Investment Banking Virtual Experience Program- J. P Morgan Chase Via Forge.
- Course on Accounting Concepts -LinkedIn

REFERENCE

- **Mindu Kurian - Upright Migration and Education Consultants**
Chief Executive Officer
9496492114

SELF DECLARATION

- I hereby declare that the aforesaid information is accurate and complete to the best of my knowledge and belief.