

Name : ANJU RAJ. N  
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Address : Karama, Dubai, United Arab Emirates

## **WORK EXPERIENCE:**

### **MOBILIZATION COORDINATOR -2023**

AS Corporate Services, Dubai - UAE

- Engage and Coordinate with Clients and candidates with regards to processing their legal documents for successful mobilization and onboarding process.
- Assist clients through continued support regarding their queries, applications and procedures related to services.
- Manage multiple candidates throughout their document processing cycle. Collect required documents from clients and candidates.
- Connect candidates with their respective channel partners.
- Maintain candidate's status update.
- Prepare and submit weekly reports to company's management and clients on current status of their candidates.
- Coordinate with accounts team for invoices submission and payment collection.
- Liaise with GRO team for successful document Processing

### **HR RECRUITER (2021-2023)**

Nexplace info pvt ltd Bangalore, India

- Sourcing and hiring candidates from various job portals.
- Screening resumes and contacting relevant candidates.
- Asses knowledge, communication skills aptitude and experience of the applicant.

### **FARM SUPERVISOR (2019-2020)**

Kudumbasree Kerala Chicken Mannuthy, Kerala, India

- Overseeing the day-to-day operations of the poultry farm.
- Monitoring and maintaining the health and wellbeing of the poultry.
- Keeping track of inventory, feed, and supplies.

## **EDUCATIONAL QUALIFICATION:**

- **Professional Human Resources Management (PHRM)**  
Course - CALIBRI Training and Development LLC-(2023)
- **Hospital Administration** TUV SUD Certification- International School of Skill Development -(2023)
- Anna University - **MBA in HR & Marketing**-(2020-2022)
- Kerala Veterinary and Animal Sciences University- **Poultry production and Business Management**-(2016- 2020)

## **PROJECT:**

- MBA - Study on employee satisfaction with reference to Rubfilla International Limited.
- Degree - Established & Maintenance of Layer quail Farm.

## **WORKSHOP & TRAINING:**

- Training workshop on power communication m POWER.
- Online live workshop on corporate communication.

## **SKILL SETS:**

- MS Office suite
- Recruitment and selection
- Employee relations
- Training
- Conflict management
- Management skills

## **LANGUAGES**

- English
- Malayalam
- Tamil

## **ACHIEVEMENTS:**

- Participated in various Literary and cultural competitions held during my school and college days and have secured good positions.

## **PERSONAL DETAILS:**

- Date of Birth : 15th November 1997
- Nationality : Indian
- Marital status : Single
- Father's name : Natarajan K
- Native place : Palakkad, Kerala

## **DECLARATION**

I hereby declare that the above-mentioned statements are true and correct to the best of my knowledge.

Date:  
Place:

Name: ANJU RAJ. N

