



# DHEERAJ CHANDRAN

( MBA HR&FINANCE )

## PROFILE

Seeking for a challenging role in an organization which provides an opportunity to enhance my skills and expand my knowledge for the growth of the company.

DOB: 01-03-2000

GENDER: Male

## CONTACT

PHONE: 0568710302

EMAIL: [ddheerajchandran@gmail.com](mailto:ddheerajchandran@gmail.com)

ADDRESS: Al Nakheel, RAK, UAE

## LANGUAGES

English  
Hindi  
Malayalam

## IT SKILLS

Tally ERP 9  
Tally prime  
MS EXCEL  
MS POWER POINT  
MS WORD

## GENERAL SKILLS

General Management  
Problem solving  
Team work  
Time management  
Interpersonal communication Skill

## INTEREST

Travelling  
Playing games  
Playing musical instrument

## EDUCATION

### MBA Finance & HR

#### Shree Devi Institute of Technology

2021-2023 | Mangalore, India  
VTU UNIVERSITY

### KANNUR UNIVERSITY

B.Com With Computer Application  
2018-2021 | Rajapuram, India

## WORK EXPERIENCE

Accountant - MRA Group4 PVT Ltd

- Ensuring the accuracy of financial documents.
- Assisted in the preparation of financial statements and budgets.
- Compute taxes and prepare tax returns.
- Reviewed and monitored billing activities to ensure accuracy and timeliness.

## PROJECTS & INTERNSHIP

MORAZHA WEAVERS INDUSTRIAL CO-OPERATIVE SOCIETY LTD.

**"A study on employee satisfaction and its effectiveness on employee retention"** through a qualitative study by using pspp software under the guidance of Prof. Rachel Sweetey

MRA GROUP4 PVT LTD.

Internship at MRA Group4 PVT Ltd.

- Gained valuable insights into their operations, processes and overall business environment.
- Maintaining inventory and tracking supplies.

## ACHIEVEMENTS & AWARDS

Co-ordinator of international level management fest

Star performer at Shree Devi Institute of Technology

Certificate for volunteering National Service Scheme 2016-18