

Anjana A M

Trivandrum

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<https://www.linkedin.com/in/anjana-nair-1b59581a0>

Objective

Intend to work as part of a dynamic team in a reputed firm with committed & dedicated people, which will help me to grow professionally along with the growth of the company

Experience

- Alcazar Engineers UAE** **07/03/2022 - Present**
HR ADMIN EXECUTIVE
Maintained Employee Date And Kept Updated Accounts Of All Employment Record, Assisted In Recruiting And Training Process Of New Employees, Administrated Payroll Information, Compensation Material And Benefits Programs, Supported Daily Operations Of Busy Human Resources Department.

Education

- National College Arts And Science Trivandrum** **31/03/2022**
BBA 5.89 CGPA
- ST Mary's Hss Pattom Trivandrum** **31/03/2019**
Higher Secondary 91%
- ST Mary's Hss Pattom Trivandrum** **31/03/2017**
SSLC 70%

Skills

- Human resources assistant
- Employment planning & budgeting
- Effective communication skills & development
- Problem solving abilities
- Microsoft word
- Microsoft Excel
- Organization behaviour & development
- Can work under pressure to meet deadline

Projects

- Visitors satisfaction in government heritage tourism centre**
A study of visitors satisfaction in krishnapuram palace and museum kayamkulam kerala

Language

- Malayalam
- English
- Hindi
- Tamil

Interests

- Reading book
- Listening music
- Gardening

Personal Details

- Date of Birth : 25/06/2001
- Marital Status : Single
- Nationality : Indian

Reference

• *Alcazar Engineers UAE*
Position Manager
Veena S Kumar
veenalinus@gmail.com

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