



Ranveer A Kumar

Kerala, India

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rantheflyingbird@gmail.com

Career Objective:

To work with an esteemed organisation where my skills, knowledge and experience is utilised the most.

Education:

Master's in Political Science

Maharaja's college - India

(March 2018)

Bachelor's in Philosophy

Maharaja's college - Kerala

(March 2016)

Awards:

- Mahatma Gandhi University (UG) - Second Rank (March 2016)
- Junior National Kabaddi Championship - Second Prize (March 2011)

Work Experience:

Position: Office Administrator cum Student Counsellor

Company: TECHBYHEART, Kochi, Kerala, India

Duration: June 2023 – Present

Job Responsibilities:

- Greet and welcome visitors and students to the company in a professional and friendly manner.
- Responsible for scheduling new batches and communicating the schedule to students and trainers. Need to ensure that everyone is aware of the schedule and that any changes are communicated promptly.

- Responsible for scheduling and coordinating daily batch classes. This involves ensuring that trainers are available and that students are informed of the schedule.
- Reporting to the General Manager and keeping him informed of any developments or issues that arise.
- Manage the admission process for new students, including responding to inquiries, scheduling batches, and coordinating with the sales team.
- Assist in scheduling appointments for academic counselling sessions and provide accurate and detailed information about academic programs and course offerings.
- Coordinate with trainers and staff to organize events and activities that promote student engagement and support the academic mission of the institution.
- Perform other administrative duties as assigned by the management like MoU preparation, certificate preparation etc.

Position: HR Administrator

Company: Multinet Trust Exchange - Abu Dhabi, UAE

Duration: March 2022 - March 2023

Job Responsibilities:

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.
- Refer more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
- Conducts or assists with recruitment, onboarding and new hire orientation.

Position: Recruitment Administrator

Company: Silverline Staffing Consultants, TVM, Kerala, India

Duration: April 2018 – January 2022

Job Responsibilities:

- Conducts or assists with recruitment, onboarding and new hire orientation.
- Build long-term relationships with clients.
- Recognize and strive to meet client's hiring needs.
- Create and implement recruiting strategies.
- Create and post job advertisements.
- Search for potential candidates using hiring databases and social media.
- Assess applications and resumes.
- Screen applicants before the interviewing process.
- Match applicants to job positions.

Skills: Decision Making, Problem-solving, Time Management, Team Building, MS Office

Languages Known: English – Expert/ Hindi – Fluent/ Tamil – Fluent/ Malayalam - Expert

Personal Details:

Birth Date: 28th September 1995

LinkedIn Profile: <https://www.linkedin.com/in/ranveer-k-ab4848218/>

Additional Information:

Interested in Horology, Fashion, Hospitality, Automobiles, Sports, Arts, Travel, Photography, Writing, etc.

References upon request