

# ANJANA CHANDRAN

## HR Executive/Admin

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Experienced HR Executive with a strong background in employee onboarding, performance appraisal, and client management. Adept at streamlining administrative processes and maintaining accurate records to ensure organizational efficiency. Proficient in effective communication, time management, and problem-solving. Seeking an opportunity to contribute to organizational success in a dynamic and fast-paced work environment.

### KEY SKILLS

Government Documentation | Employee Onboarding & Exit Management | Performance Appraisal Assistance | Record Keeping & Documentation | Client & Invoice Management | Organizational & Time Management Skills | Effective Communication

### PROFESSIONAL EXPERIENCE

#### HR Executive / Admin | Acotoman India Private Limited

Kerala, India | Jan 2023 – Jan 2025

- Assisting in entire employee onboarding process, including documentation and orientation.
- Advertised job vacancies, screened CVs, and conducted initial interviews.
- Coordinated performance appraisal processes with managers.
- Utilized PMS software for scheduling tasks, managing communication, and assigning responsibilities.
- Maintained and updated client records, ensuring accurate and timely documentation.
- Monitored attendance and ensured compliance with organizational policies.
- Sent and tracked client invoices, ensuring timely payments and accurate billing.

#### Personal Development Phase | Maternity Period

Kerala, India | Sep 2022 – Dec 2023

- Developed strong multitasking abilities while balancing family care and household management.
- Enhanced soft skills such as patience, empathy, and time management.
- Improved organizational skills while managing multiple roles and responsibilities during this period.

#### Telemarketing Executive | Royal Regis Holiday LLC

Qatar | Jan 2021 – July 2022

- Achieved sales targets through lead generation and effective follow-up on marketing campaigns.
- Maintained a customer-centric approach to promote integrity and fairness in sales.
- Built and nurtured client relationships through excellent communication and support.

#### Admin Assistant | Quality Administration Consultancy WLL

Qatar | Aug 2019 – Feb 2020

- Prepared quotations, managed emails, and scheduled meetings for senior managers.
- Handled phone calls, maintained files, and supported strategic planning initiatives.
- Collaborated with internal teams to address client requirements effectively.

#### Guest Service Associate | The Leela Kovalam – A Raviz Hotel

Kerala, India | July 2018 – July 2019

- Delivered exceptional guest service by addressing inquiries and resolving concerns promptly.
- Provided information about hotel services and facilitated room reservations.
- Maintained a welcoming and professional demeanor to ensure a positive first impression.

### EDUCATION

- Master of Business Administration (MBA) in HRM | Annamalai University | 2022
- B.Com. | Kerala University, Kerala, India | 2017

### PERSONAL DETAILS

- Date of Birth: 21.03.1996
- Passport Number: S5165542 | Expiry Date: 08/10/2028
- VISA Status: Sponsorship Visa