



PROFILE

To pursue a career in human resource specialist, to declare best of my skills and make best use of my efforts in gaining experience.

CONTACT

Email:anandvyshnavi@gmail.com

Mob No: +971 0544278936

Address: Al Khail Gate 2, Dubai

VYSHNAVI ANAND

HR Coordinator & Office Administrator

EDUCATION

Master of Business Administration (MBA)

Sahrdaya Institute of Management Studies College,
Kerala, India

Major: Human Resources (HR)

Minor: Financial Management

Bachelor of Business Administration (BBA)

Naipunya Institute of Management and Information
Technology, Kerala, India

Major: Marketing

WORK EXPERIENCE

Govet General Trading Co.

Office Administrative (HR)

March 2020 – Present

- Filing/archiving all documents between company and vets.
- Memos, updates, and corporate communication between CEO office and staff or staff and vets or staff + vets + clients
- Employee affairs/HR
- Copywriting (English and Arabic)
- Administrative correspondence (written or email)

PERSONAL DATA

Date of Birth: 30/09/1996

Gender: Female

Nationality: Indian

LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

- Customer service
- Data Entry
- Preparing Client Reports
- Receive and file incoming letters, documents.
- Administrative Support
- Legal Research

Catholic Syrian Bank

HR Team

March 2019 – August 2019

- A Comparative Study on Emerging Trends in Talent Acquisition in Financial Sector

Sahrdaya Institute of Management Studies

HR Team

June 2018 - November 2018

- HR coordinator for Meraki 2K18

Alagappa Textiles [College Project]

Financial Team

December 2017 - January 2018

- Financial Performance and Analysis
Handled the forecast system for future target.

SKILLS / QUALIFICATIONS

- Google Digital Marketing.
- MS Office Specialist.
- Business Ethics –Advanced: Ethical Leadership
- Excellent knowledge Google Digital Marketing
- Financial Teamwork
- MS Office [Specialist in Excel for financial Handling]