



Anjali P

How to reach me:

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Address:

Al Nahda, Sharjah, UAE

Personal information:

DOB: 29/04/1997

Marital Status: Single

Languages: English, Malayalam, Tamil

Passport #: U8426497

Permanent Address:

Pathanamthitta, Kerala, India

Key Competencies

- Organizational and planning skills
- Strong verbal and written communication skills
- Problem analysis and resolution skills
- Customer service orientation
- Teamwork
- Integrity and confidentiality

MANAGER- ADMINISTRATION /HR

Visa Status: Tourist Visa

Personal Profile

Responsive and engaging well-versed in supporting employees and managers with diverse HR needs. Strong knowledge of office administration and human resources operations. In-depth understanding of customer service, data entry, and file management. Highly skilled in reviewing policies and suggesting actionable improvements aligned with industry best practices.

HIGHLIGHTS

- Highly motivated and result driven professional with **1-year** experience and versatility in working in an administrative management role including HR operations in a challenging work load in a fast-paced dental clinic.
- Skilled in great administration, organization and communication and able to actively discover new ways to do the job more efficiently.
- In-depth understanding of office management procedures and departmental and legal policies

Professional Experience

Manager

Theerthas Tooth Affair Dental Clinic
Kerala, India

Jan 2021 – Feb 2022

Roles & Responsibilities:

- Identification of opportunities to optimize available resources and develop solutions to improve efficiency and achieve office performance objectives.
- Control costs and optimize spending via restructuring of budgets for labour, capital assets, inventory purchasing and technology upgrades.
- Record inventory sales into organization's weekly income report.
- Assess supplier quality to maintain tight cost controls and maximize business operational performance.
- Cross-train existing employees to maximize team agility and performance.
- Identify and evaluate potential opportunities to managed annual capital budget.
- Approve regular payroll submissions for employees.
- Examine and resolve complaints received from staff, visitors, patients, and physicians.
- Development of strong working relationships at all levels to create a collaborative team environment.



Technical Skills

- MS Office
- Certificate in Typewriting in English (Lower)
- Certificate in Typewriting in English (Higher)

REFERENCE

Available on request.

Education Qualifications

- **MBA in Human Resource and Marketing Management**
University of Kerala, Kerala, India
2018 – 2020 (Two-year full course)
- **BA in English Language & Literature Model II (Journalism)**
Mahatma Gandhi University, Kerala, India
2015 – 2018 (Three-year full course)
- **Higher Secondary**
Board of Higher Secondary Examination, Kerala, India
2013 - 2015