



# ANANDHU KC

Administration and HR

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## PERSONAL DETAILS

Nationality : Indian

DOB : 05/01/1999

Passport Number: U8148336

Visa Status - Visit Visa

## EDUCATION

**B. Com - Co operation**

**Mahatma Gandhi University,  
Kerala, India** 2016-2019

## TECHNICAL SKILLS

- **Microsoft Office Suite:** Word, Excel, PowerPoint, Outlook
- **Google Workspace:** Gmail, Google Docs, Google Sheets, Google Slides
- Data Entry
- **Video Conferencing Tools:** Zoom, Google Meet

## SOFT SKILLS

- Office Management
- Document Control
- Meeting Coordination
- Records Management
- Problem solving
- Filing Systems
- Correspondence Management
- Onboarding
- Employee Relations
- Performance Management
- Training and Development
- Multitasking
- Adaptability
- Initiative

## PROFILE

With over 7 years of experience, I am an experienced Administration and Hr executive who is also proficient in administration and human resources. Trained in talent acquisition, onboarding, performance evaluation, and employee relations. A proven administrative executive produces outcomes by overseeing office operations, improving workflow efficiency, and providing exceptional executive assistance.

## WORK EXPERIENCE

### Good Methods Software Solutions Pvt Ltd

2022 - 2024

Senior Associate Operations

- Vendor Management
- Provided comprehensive support to senior executives, managing complex calendars, travel arrangements, and meetings
- Facilitated onboarding and induction processes
- Assisted with general administrative tasks
- Managed internal and external communication channels, such as email, phone conversations, and official correspondence
- Creating NDAs, offer letters, appointment letters, relieving letters, absconding, and termination letters
- Assisted senior HR personnel with clerical and administrative tasks
- Conducting exit interviews and offboarding procedures
- Supported day-to-day HR tasks and responsibilities

### Cascade Revenue Management Pvt Ltd

2016 - 2022

Admin Executive

- Facilitated onboarding and induction activities
- ESI and PF filings
- Practical experience with personnel documents (drafting the NDA, offering letters, appointment letters, relieving letters, absences, and termination letters)
- Cooperating with accounting firms and government authorities.
- Assisting with offboarding procedures
- Creating a comfortable environment for employees to share concerns and receive assistance
- Creating NDAs, offer letters, appointment letters, relieving letters, absconding, and termination letters

## LANGUAGE

- English
- Malayalam
- Tamil
- Hindi