



Anagha Dharmajan

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7833886670

Cambridge, UK

To work for an organisation which provides me the opportunity to improve my skills and knowledge to the growth along with the organisation objective.

WORK EXPERIENCE

GRE

Hotel Luminara

05/2022 - 07/2022

Kochi, India

Achievements/Tasks

- Customer service
- Directed guests to their rooms and services
- Provide assistance to guests and guide them to appropriate departments

Hr Executive

T-John HR Solutions

11/2021 - 05/2022

Kochi, India

Achievements/Tasks

- Act as consultant to new hires and help candidates onboard
- Screen incoming resumes and job applications
- Interview candidates
- Send job offer mails and answer queries about compensation and benefits

SKILLS

Communication

Problem solving

Customer Service

Telecalling

Negotiation

Records Review

Records management

Team Management

MS office

Organisation and time management

LANGUAGES

English

Full Professional Proficiency

Malayalam

Full Professional Proficiency

Hindi

Professional Working Proficiency

Tamil

Limited Working Proficiency

EDUCATION

Msc International Business

Anglia Ruskin University

08/2022 - Present

Cambridge, UK

Bachelor of Business Administration

St. Teresa's College Mala

03/2021

Mala, India

Higher Secondary

UHSS Annanad

03/2018

Annanad, India

Secondary Level Certificate

UHSS Annanad

03/2016

Annanad, India

INTERESTS

Music

Dancing

Reading

Travel