

MOHAMMED ANSAR P

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Educational Qualification

Courses	Institute & University	Score	Year
PG	MBA IN HUMAN RESOURCES & INTERNATIONAL BUSINESS at MES AIMAT, MAHATMA GANDHI UNIVERSITY	Pursuing	2024
Degree	BA ECONOMICS at SREE VIVEKANANDA PADANA KENDRAM ARTS AND SCEINCE COLLEGE, UNIVERSITY OF CALICUT	CGPA 7.67%	2022
Class XII	NIRMALA HIGHER SECONDARY SCHOOL	76.42%	2019
Class X	GOVERNMENT MANAVEDAN HIGHER SECONDARY SCHOOL	73.33%	2017

Achievement & Certifications

Certifications	<ul style="list-style-type: none">Microsoft Office Specialist: Microsoft Excel ExpertRecruiting, Hiring, and Onboarding EmployeesManaging Employee PerformanceDigital Analytics for Marketing Professionals: Marketing Analytics in PracticePreparing to Manage Human Resources, University of Minnesota
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Academic Projects & internships

Academic projects	<ul style="list-style-type: none">A Study of Educated Unemployment and its Causes (University of Calicut)A Report on Summer Internship and Industry Analysis at DTDC EXPRESS LTD (Mahatma Gandhi University)A Study on the Effectiveness of Training and Employee Performance in Banking Industry (Mahatma Gandhi University)
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Internships

Company	Responsibilities
DTDC EXPRESS LTD (02-04-23 to 30-05-23) Designation: HR Intern	<ul style="list-style-type: none">Assisting with day-to-day HR operations and administrative tasks.Handling employee inquiries and providing information as needed.Assisting in posting job vacancies on job boards and social media platforms.Screening resumes and applications.Scheduling and coordinating interviews.Conducting initial candidate screenings or interviews.Assisting with new hire orientation, including introducing company policies and procedures.Assisting in organizing and coordinating training sessions.
COMMON DOVE (01-04-21 to 01-08-21) Designation: HR Intern	<ul style="list-style-type: none">Hiring interns for Common Dove using a given list of applicants (calling and interviewing applicants according to vacancies).Assigning tasks according to the skillset and capability of each hired intern.Conducting continuous assessment of interns.Managing and monitoring the group of interns.Updating the interns' database.

International MUN (05-04-21 to 05-05-21) Designation: Campus Ambassador	<ul style="list-style-type: none"> Promote IMUN Online Conferences among peers as well as in different schools/universities and secure registrations. Inform them about International Model United Nations conferences and how MUNs play an important role in learning essential skills like negotiation, diplomacy, leadership, etc. Be a Brand Ambassador for International MUN and promote it on social media as well as through different channels. Assist in driving registrations for IMUN online conferences.
Shrestha Bharat Foundation, India (17-12-20 to 03-04-21) Designation: HR Intern	<ul style="list-style-type: none"> Recruiting interns from a provided list (calling, interviewing, and hiring). Assigning tasks based on interns' skills and capabilities. Conducting continuous performance assessments. Managing and monitoring intern activities. Updating and maintaining the intern database.
Sakhi Creations, India (02-9-20 to 02-10-20) Designation: HR Intern	<ul style="list-style-type: none"> Source and onboard interns from a provided list, including conducting interviews. Supervise and oversee intern activities and performance. Ensure interns fulfill their assigned tasks effectively. Assign tasks to team members based on their skills. Maintain and update the intern records database.

Skills

Technical skills	<ul style="list-style-type: none"> Microsoft word Microsoft PowerPoint Excel Spreadsheet and data visualization. 	
Soft skills	<ul style="list-style-type: none"> Teamwork Communication skills Time management Interpersonal skills 	

Accomplishment & Academic Initiatives

Academic	<ul style="list-style-type: none"> BEST PERFORMER Award associated with University of Calicut Participated In International Online Conference Organized by International Model United Nations
Areas of Interest	Reading, Music, Traveling

Languages

Proficiency	English, Hindi, Tamil, Malayalam
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