

# 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"><li>Microsoft Office Specialist: Microsoft Excel Expert</li><li>Recruiting, Hiring, and Onboarding Employees</li><li>Managing Employee Performance</li><li>Digital Analytics for Marketing Professionals: Marketing Analytics in Practice</li><li>Preparing to Manage Human Resources, University of Minnesota</li></ul>
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## Academic Projects & internships

Academic projects	<ul style="list-style-type: none"><li>A Study of Educated Unemployment and its Causes (University of Calicut)</li><li>A Report on Summer Internship and Industry Analysis at DTDC EXPRESS LTD (Mahatma Gandhi University)</li><li>A Study on the Effectiveness of Training and Employee Performance in Banking Industry (Mahatma Gandhi University)</li></ul>
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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"><li>Assisting with day-to-day HR operations and administrative tasks.</li><li>Handling employee inquiries and providing information as needed.</li><li>Assisting in posting job vacancies on job boards and social media platforms.</li><li>Screening resumes and applications.</li><li>Scheduling and coordinating interviews.</li><li>Conducting initial candidate screenings or interviews.</li><li>Assisting with new hire orientation, including introducing company policies and procedures.</li><li>Assisting in organizing and coordinating training sessions.</li></ul>
COMMON DOVE (01-04-21 to 01-08-21) Designation: HR Intern	<ul style="list-style-type: none"><li>Hiring interns for Common Dove using a given list of applicants (calling and interviewing applicants according to vacancies).</li><li>Assigning tasks according to the skillset and capability of each hired intern.</li><li>Conducting continuous assessment of interns.</li><li>Managing and monitoring the group of interns.</li><li>Updating the interns' database.</li></ul>

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

#### Skills

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

#### Accomplishment & Academic Initiatives

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

#### Languages

Proficiency	English, Hindi, Tamil, Malayalam
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