

# ANAKHA RAJESH

Dubai, United Arab Emirates



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## PROFILE

“Nature has given us all the pieces required to achieve exceptional wellness and health, but has left it to us to put these pieces together.”—Diane McLaren.

I find the harder I work the more I secure thereby creating a stable foundation for my onward journey, so here I a recent graduate am looking for a break into the corporate world utilizing the imparted knowledge and skills to be the best version of myself. A hardworking and passionate job seeker with strong organizational skills, a positive attitude, and social synergy along with multiple corporate and technical skills specific towards Marketing and Human resources. Giving it my all to make the work in these areas easier and fun for the long run for everyone.

## EMPLOYMENT HISTORY

- ❖ **Human Resource Intern, (KITEX Leading Garment Company)** ..... 2020  
Kochi
  - Maintained a strong working relationship with the Human Resources staff, resulting in positive and productive collaborations.
  - Successfully led all daily operational aspects in the Human Resources Department of the organization.
  - Ensured business continuity by updating an HR database using Focus Database Management system software.
  - Sorted and organized files using MS Word and MS Excel.
  - Conducted employee engagement surveys using Google Forms and Sheets.
  
- ❖ **Marketing Intern, (Hedge Equities Leading Financial Advisors)** ..... 2022  
Kochi
  - Coordinated mailings, marketing materials, and website content.
  - Assisted in the creation of graphic materials for the use of the marketing department.
  - Organized and analyzed data and marketing results.
  - Analyzed exact client needs and produced engaging content using Canva software and Google Ads.
  - Scheduled social media posts (Instagram, Facebook, Snapchat) and promptly responded to customer queries.
  - Identified and planned opportunities to improve client campaign performance.
  - Introduced scheduled targeted email marketing programs using Mail Chimp.

## EDUCATION

❖ **Amrita Vishwa Vidyapeetham (Deemed University)** ..... 2022  
*MASTERS OF BUSINESS ADMINISTRATION* **Kochi**

Graduated with Honors in Marketing and Human Resources Management.

❖ **Rajagiri College Of Management And Applied Sciences ( MG University)** ..... 2020  
*BACHELOR OF BUSINESS ADMINISTRATION* **Kochi**

Graduated with high honors, been rewarded Fourth Rank at University Level, and received Scholarship from Amrita School of Business for Academics.

❖ **Vishwa Sishya Vidyodaya High School ( Residential School)** ..... 2017  
*HIGH SCHOOL* **Pollachi**

Graduated with Distinction

❖ **Our Own English High School (GEMS)** ..... 2015  
*JUNIOR HIGH* **Dubai**

Graduated with Honors

## SKILLS

Leadership .....	<i>Expert</i>	Ability to Work in a Team .....	<i>Expert</i>
Adaptability .....	<i>Expert</i>	Creative Presentation Skills .....	<i>Expert</i>
Communication Skills .....	<i>Expert</i>	Due Diligence .....	<i>Expert</i>
Fast Learner .....	<i>Expert</i>		

## HOBBIES

*SPORTS, COOKING, MUSIC, TRAVELING, LEARNING NEW LANGUAGES*

❖ **IT SKILLS** .....

- MS WORD
- MS EXCEL
- MS OFFICE
- POWER POINT
- TABLEAU
- R SOFTWARE
- SPSS
- TALLY ERP 9
- POWER BI
- DASHBOARD CREATION

## COURSES

❖ **CERTIFICATE FOR PAPER PUBLICATION IN ACADEMIA** .....

*ON Covid 19 and its impacts in SelfHep Groups of Kerala*

❖ **CEARTIFICATION IN SOFT SKILLS** .....

*AMRITA SCHOOL OF BUSINESS*

❖ **CERTIFICATE FOR DIPLOMATIC CONFERENCE** .....

*INTERNATIONAL MODEL UNITED NATIONS*

❖ **HR ANALATICS MASTER CLASS CERTIFICATION** .....  
RAJAGIRI COLLEGE OF MANAGMENT AND APPLIED SCIENCES

❖ **DIGITAL MARKETING CERTIFICATION** .....  
GOOGLE GARAGE

❖ **CERTIFICATE FOR INTRODUCTION OF R** .....  
UDEMY

❖ **CERTIFICATE FOR DIGITAL MEDIA MARKETING WORKSHOP** .....  
IIM INDORE

❖ **CERTIFICATE FOR INTRODUCTION TO BIG DATA ANALYTICS  
& MARKETING WORKSHOP** .....  
IIM INDORE

❖ **CERTIFICATE FOR POWER BI** .....  
UDEMY

### LANGUAGES

English ..... *Highly proficient*      Tamil ..... *Working knowledge*  
Hindi ..... *Very good command*      Arabic ..... *Elementary*

### EXTRA-CURRICULAR ACTIVITIES

❖ ..... 2015 — 2022

- CO- FOUNDER OF CONFECTIONERY SHOP
- AWARDED BEST CONTENT WRITER
- FIRST PLACE IN CREATIVE FEST
- VICE-CAPTAIN OF THE BASKETBALL TEAM
- STATE FOOTBALL 1ST PLACE HOLDER
- NETBALL AND TABLE TENNIS MEMBER
- SPORTS CAPTAIN FOR 4 CONSECUTIVE YEARS
- COMMITTEE HEAD OF INTER COLLAGE FEST

### REFERENCES

❖ **References available upon request** .....

❖ **PERSONAL INFORMATION** .....

DATE OF BIRTH : 29 SEPTEMBER 1999  
NATIONALITY : INDIAN  
VISA STATUS : RESIDENT ( FATHER'S SPONSORSHIP )  
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ALTERNATE CONTACT : 04 3372818