



RANJITH KUMAR. M

PROFILE

To obtain a challenging position in an organization that provides me opportunities to utilize my knowledge and extensive development skills to continually upgrade myself to the top levels of proficiency enabling the organization to achieve its targeted growth.

CONTACT

+971 581 926453 – UAE

+91 8606 545152 - India

EMAIL:

renjumarath@gmail.com

TECHNICAL SKILLS

Computer Proficiency (Word, Excel, Outlook, Photoshop etc.).

VISA STATUS

Visiting Visa

LANGUAGES KNOWN

English
Hindi
Malayalam

WORK EXPERIENCE

Al Tayer Stocks LLC – United Arab Emirates

Accounts & Admin Officer
April 2019 – April 2021

Duties& Responsibilities

- Prepare ad-hoc reports on projects as needed
- Maintain confidentiality around sensitive information and terms of agreement
- Manage the flow of documentation within the organization
- Retrieve files as requested by employees and clients
- Create templates for future use
- File documents in physical and digital records
- Distribute project-related copies to internal teams
- Petty cash management associated with the respective projects.
- Conduct company audits to ensure documents are being followed & to maintain ISO status.
- Manage all accounting transactions
- Ensure timely bank payments
- Reconcile accounts payable and receivable
- Handle monthly, quarterly and annual closings

Westfort Hospital, Thrissur in Kerala – India

HR & Office Administrator
February 2017 – May 2018

Duties& Responsibilities

- Ensuring timely initiation & proper compliance of statutory requirements of Employee Provident Fund and Employee State insurance.
- Recruiting of workmen as per the selection procedure specified.
- Shortlist CV s and arrange interviews
- Provide proper recruiting and training to staff
- Define job description of employees
- Maintain new appointments and resignation
- Update registers like leave registers, holiday wage register and attendance register
- Maintain proper files for all staff and follow up with files of new joiners.
- Arrange performance appraisal of employees after 1 year.
- Maintain details regarding employees transfer, promotion and termination.

TRIO's Development Support (P) Ltd, New Delhi - India

HR Executive
April 2014 - November 2014

Duties & Responsibilities

- Work with company CEO and/or Direct v or to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees
- Direct all hiring and training procedures for new employees
- Administer or change benefits, health plans, retirement plans, etc.
- Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive

PASSPORT DETAILS

Passport No: P8248691
Place of issue: Cochin
Issue Date: 17/03/2017
Expiry Date: 16/03/2027

PERSONAL SKILL

- Fluent in English Speaking and Writing.
- Quick learner.
- Ability to Adapt
- Effective interpersonal skill and team player.

HOBBIES

Music
Social Service

REFERENCES: INDIA & UAE

Mr. Harikrishnan, Operations Manager
Westfort Hospital – Thrissur
Mobile: +91 907 238 5703

Mr. Aravind Pulikkal, Managing Director
TRIO's Development Support (P) Ltd,
New Delhi - India
Mobile: +91 987 126 6119

Mr. Rajesh Chendraithil
Al Tayer Stocks LLC
Mobile: +971 50 384 0271

Mr. Santhosh K. Nair
Mobile: +971 56 682 2893

- Coordinate and direct work activities for managers and employees
- Promote a positive and open work environment where employees feel comfortable speaking up about issues.

EDUCATION

Master of Business Administration (MBA)

HR & Marketing
Nehru College of Management, Thrissur, Calicut University – Kerala
Year of completion : 2016

Bachelor of Business Administration (BBA)

HR & Business Administration
Co-Operative College, Thrissur, Calicut University – Kerala
Year of completion : 2014

Diploma (Health Inspector)

Health Inspector Course
Farook Paramedical Institute, Govt of Kerala
Year of completion : 2010

PERSONAL INFORMATIONS:

- | | |
|------------------|--|
| • Age & DOB | : 29, 11/04/1991 |
| • Gender | : Male |
| • Marital Status | : Married |
| • Nationality | : Indian |
| • Father Name | : Kumaran M Nair |
| • Home address | : Marath House, Thayyur P.O, Thrissur,
Tel : +91 9946238617 |

DECLARATION:

I hereby declare that all the information given above are true to the best of my knowledge and belief.

Place : Dubai, UAE
Date:

Yours Truly,
RANJITH KUMAR. M

29 April, 2021

To Whomsoever It May Concern:

Re : RANJITH KUMAR MARATH - 120295

Holder of Indian Passport No.: P8248691

This is to certify that RANJITH KUMAR MARATH was in our employment from 02 April, 2019 till 11 April, 2021 and was working in the capacity of Accounts & Admin Officer at the time of leaving the organisation.

We wish RANJITH KUMAR MARATH all the best in his/her future endeavours.



Nibraas Wadoodparast

HRSS Team Lead





WESTFORT HOSPITAL

P.B.NO.803, WEST FORT, THRISSUR - 680004, KERALA
PH: 0487 -2382130 (10 LINES), FAX: 0487 -2380039
EMAIL: info@westforthospital.org, WEBSITE: www.westforthospital.org



EXPERIENCE Certificate

Sl. No. WFH / EC. **484**

Date : **25.05.2018**

This is to certify that Ms./Mr. **RANJITH KUMAR .M** of

(Permanent Address)..... **MARATH HOUSE, THAYYUR P O,**

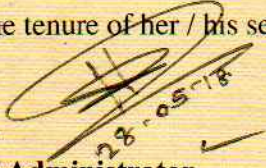
..... **ERUMAPETTY VIA, THRISSUR – 680 584**

has been employed/working in our Hospital as **HR ASSISTANT**

in the Department of **HUMAN RESOURCE** from **09.02.2017** to **19.05.2018**

Westfort Hospital is a 250 bedded super speciality hospital with all major speciality departments like Cardiology, Neurology, Neurosurgery, Nephrology, Urology, Gastroenterology, Surgical Gastroenterology, Pulmonology, Infertility, Maxillo-Facial Surgery, ENT, Diabetology and other basic departments like General Medicine, General Surgery, Obstetrics & Gynaecology, Paediatrics & Neonatology, Orthopaedics etc. This hospital also conducts Organ transplantation.

She / He is sincere during the tenure of her / his service with us. This Certificate is issued on her / his request.


Nursing Superintendent / Administrator




Hospital Director / Managing Partner

TO WHOMSOEVER THIS MAY CONCERN

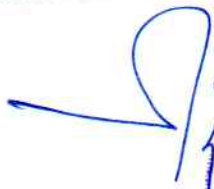
I hereby certify that Mr. RANJITH KUMAR, Marath House, Thayyoor, Thrissur, Kerala has worked with TRIOs Development Support (P) Ltd as HR Executive from 2nd April to 1st November 2014.

During his working with TRIOs, he has undertaken various HR tasks such as refining HR policies, assisting management in recruitment and selection of staff and consultants, reviewing staff induction package, facilitating orientation and induction of new recruits, maintaining good working conditions, managing employee relations, and maintaining HR data base for the organisation and projects. During this period, we found him sincere, diligent and punctual.

He is leaving the organisation for higher study (MBA- HR) and career advancement.

I wish him good luck in all his future endeavours.

Dr. Aravind Pulikkal PhD, MBA
Managing Director



November 1, 2014

TRIOs Development Support (P) Ltd is a national level research and consultancy organisation providing technical and management support to the Central and State Governments, UN Organisations, The World Bank and other Development Partners to effect sustainable development.

TRIOs Development Support (P) Ltd

T-33, Third Floor, Manish Global Mall, Opp. Mount Carmel School, Sector-22, Dwarka, New Delhi-110 075, INDIA

Telefax : 91-11-456 94114 • E-mail : trios@triosdev.org • Website : www.triosdev.org

Regd. Office : T-28, Manish Global Mall, Opp. Mount Carmel School, Sector-22, Dwarka, New Delhi-110075, INDIA

CIN: U85100DL2010PTC199658



FACULTY OF COMMERCE & MANAGEMENT STUDIES

Whereas it has been certified by duly appointed Examiners that

Ranjith Kumar M

is qualified to receive

the Degree of Master of Business Administration (M.B.A.),

(Specialisation : *Human Resource Management & Marketing Management*),

he having been placed in **C** Grade with

Cumulative Grade Point Average (CGPA) **2.34**

at the Examination (CUCSS Scheme)

held in **June 2018** (Reg.No. **NCAOMBA064**)

The Senate of the University of Calicut hereby confers on him

the Degree of

Master of Business Administration

with all the Rights, Privileges and Honours thereunto appertaining.

Given under the seal of the University

Vice-Chancellor

CALICUT UNIVERSITY P.O.
Kerala, INDIA
PIN - 673 635

Date **02/07/2020**



No. 0886550



FACULTY OF COMMERCE & MANAGEMENT STUDIES

Whereas it has been certified by the duly appointed Examiners that

Ranjith Kumar M

is qualified to receive

the Degree of Bachelor of Business Administration (B.B.A.),

he having successfully completed the programme in **April 2014**

with Register No. **THALBBA161**

and been placed in overall grade **C+**

with Core Specialisation *Human Resource Management*

The Senate of the University of Calicut hereby confers on him

the Degree of

Bachelor of Business Administration

with all the Rights, Privileges and Honours thereunto appertaining.

Given under the seal of the University

CALICUT UNIVERSITY P.O.
Kerala, INDIA
PIN - 673 635

Date24/01/2017.....

Vice - Chancellor

Digitally signed by Dr K MOHAMMED BASHEER
Date: 24/01/2017 03:32:55 PM



No. 0652712

Reg. No.173



GOVERNMENT OF KERALA

Directorate Of Health Services



DIPLOMA IN HEALTH INSPECTOR COURSE

The Chairman, Board of Examiners hereby makes known that **Sri/Smt. RANJITH KUMAR.M** has been admitted to the two years Diploma in Health Inspector Course 2008 - 2010, he/she having been certified by duly appointed examiners to be qualified to receive the Diploma and having been by them placed in the **Distinction** at the examination held in the month of **December 2010**.

Given under the seal of the Directorate of Health Services.


NODAL OFFICER

Principal
Public Health Training School,
Thiruvananthapuram

Thiruvananthapuram
Dated: 23.03.2011




CHAIRMAN

Director of Health Services
Thiruvananthapuram,
Kerala