



# Tanish Zachariah Mathew

Pursuing MBA

## Contact

### Address

Dubai United Arab Emirates

### Phone

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## Skills

Ability to stay calm under pressure

Relationship building

Good Verbal and written communication

Talent management

HR policies

Scheduling

Recruitment

Administrative support

Reporting skills

To thrive in a dynamic and progressive setting, I am seeking a position that offers both personal satisfaction and professional development, contributing positively to both my individual aspirations and the organization's objectives.

## Work History

2023-06 -

2023-12

### Sales Operations Analyst

*UST Global , Trivandrum, IN*

- Scheduling prep calls and meetings with clients and blocking calenders
- Enabled sales operations to run smoothly through effective management of department's workflows and processes.
- Collaborated with sales executives to determine sales areas that could be improved.
- Gathered, organized and analyzed data, resolved discrepancies, and modeled information.
- Developed accurate sales forecasts by analyzing sales feedback and wrote reports for senior leadership.
- Use of Hubspot, High Spot, Sales Navigator, Microsoft Dynamics 365

2021-07 -

2023-06

### HR Associate

*UST Global , Trivandrum, IN*

- Gained experience in various HR roles, including HR Coordination, Proactive Hiring, and HR Engagement.
- Handled document collection, validation, and background verification.
- Engaged in salary negotiation and guided candidates through the onboarding process.
- Assisted candidates with queries and concerns, ensuring a smooth pre-onboarding experience.
- Coordinated and scheduled interviews with management and applicants.
- Organized and conducted new hire orientations, ensuring completion of necessary paperwork.
- Worked with internal teams to refine recruitment processes for greater efficiency.
- Managed office communications, including answering and redirecting phone calls.

Forecast tracking

Good negotiation skills

Fast learner

Good engagement

Microsoft SharePoint

Microsoft Access

## Software

MS Office

MS Excel

MS PowerPoint

MS Word

HubSpot

## Languages

English

Bilingual or Proficient (C2)

Malayalam

Bilingual or Proficient (C2)

- Collaborated with HR leadership on salary decisions and maintained relationships with external recruiters.
- Played a key role in onboarding new hires, building strong relationships with candidates, and understanding job requirements with hiring managers.

## Education

2024-01 -  
Current

### Master Of Business Administration: General Management

*University of Wollongong Dubai - Dubai*

2020-11 -  
2021-04

### Professional Certificate Program : Business Analytics

*IIM Kozhikode - Kozhikode*

2016-06 -  
2020-06

### Bachelor Of Commerce: Finance

*Mar Ivanios College - Trivandrum*

## Accomplishments

Achieved 90% conversion of candidate joiners with accurate communication and efficiency in one quarter in Post Offer Engagement Team.

## Personal Details

**Date of Birth:** 17-09-1998

**Nationality:** Indian

**Passport Number:** N8437154

**Visa Status:** Student Visa (Sponsored by University of Wollongong, Dubai)