

ANU K SEBASTIAN

ASSISTANT MANAGER HR&ADMIN



CAREER SUMMARY

Attentive and communicative human resource manager with 2 years' experience. Organized and self-directed with expertise in managing personal records management, compensation and benefits and employee relations.

CONTACT

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+91 9847101506
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CERTIFICATIONS

- ❖ SAP FICO
- ❖ TALLY ERP 9
- ❖ Microsoft Package

LANGUAGES

Malayalam: Native language
English: Advanced
Hindi: Intermediate

EDUCATION

- **MAHATMA GANDI UNIVERSITY, BACHELOR OF BUSINESS ADMINISTRATION**
2014 – 2017
GPA 8.4/10
- **KERALA HIGHER SECONDARY EXAMINATION**
2012 - 2014
GPA 7.6/10

WORK EXPERIENCE

SYSIN TECHNOLOGIES, ASSISTANT MANAGER HR & ADMIN
MARCH 2019- FEBRUARY 2021

- Execute all activities and make correspondence relating to appointment, confirmation, increment, promotion, transfer, termination, discipline, recreation, entertainment, etc.
- Execute entire recruitment procedure, job advertisement, review, screening of application and finalizing the process of appointment. Manage day to day administrative work, employee attendance management etc.

AXIS BANK, BUSINESS DEVELOPMENT EXECUTIVE,
JUNE 2017–MAY 2018

- Responsible for researching and pursuing new business leads for the growth of the business.
- Maintain fruitful relationships with clients and address their needs effectively. Research and identify new market opportunities.
- To sell the Bank's products to the corporates / MSME's – Savings and Current Accounts, Term Deposits, Debit / Credit Cards.