



Name : RUBY ANTO

Attokkaran (H), Chaithanya Nagar
HMT Colony P. O., Kalamassery,
Ernakulam, Kerala, PIN Code: 683503

E-mail : rubyanto530@gmail.com

Mobile: 9746282454

CAREER OBJECTIVE

To be part of an organization that gives opportunities to enhance my working capacities, professional skills, business efficiencies and to be a part in the growth and development of the organization.

WORK EXPERIENCE

From	To	Organization	Designation	Key learnings
1/12/2021	--	Transight Systems Pvt Ltd.	Talent Acquisition (Trainee)	Manage end to end recruitment process including: Sourcing, CV Shortlisting, Initial Validation, Interviews, Documents Verification.

INTERNSHIP

From	To	Organization	Designation
28/05/2021	3/11/2021	Reliance Retail Ltd.	HR (Intern)
05/06/2020	30/07/2020	Extramarks Education India Pvt. Ltd.	Business Development Executive (Intern)
01/06/2020	31/07/2020	Shriram Life Insurance Pvt. Ltd.	Business Development Executive (Intern)

ACADEMIC QUALIFICATION

Course & Branch	Stream	Institution	Board/ University	Year of Passing
MBA	Finance and Marketing	Asian School of Business, Trivandrum.	CUSAT	2021
BBA	Finance	Kristu Jayanti College, Bangalore.	Bangalore University	2019

Class XII	Commerce with Computer Application	St. Joseph's E. M. H. S. S Thrikkakara, Ernakulam.	State Board	2016
10th		St. Joseph's E. M. H. S. S Thrikkakara, Ernakulam.	State Board	2014

SELF DEVELOPMENT ACTIVITIES/ CERTIFICATIONS

Year	Activity Certification	Institution
2018	Excel Certificate Course	Kristu Jayanti College
2020	Preparing to Management Human Resources	Coursera (University of Minnesota)
2020	Finance for Managers	Coursera (IESE Business School)
2020	Marketing Mix Fundamentals	Coursera (IE Business School)
2020	Sales Management	Coursera (St. Petersburg Polytechnic university)

LANGUAGES KNOWN

- English: Read, Write and Speak.
- Malayalam: Read, Write and Speak.
- Tamil: Speak.

COMPUTER PROFICIENCY

- HTML
- MS Office
- Tally
- Excel