

Personal Info.

Date of Birth

05 May 1997

Contact

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Address

Arukulasseril House,
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Alappuzha

Academics

MBA : 2021

Rajagiri Centre for Business Studies,
Cochin

B COM : 2018

St. Michael's College, Kerala University

HSS : 2015

SCU G V H S S Pattanakkad

Class 10 : 2013

St. Mary's G H S, Cherthala

Skills

- Writing
- Playing an Instrument
- Community Services

Interests

- Singing
- Traveling
- Drawing
- Cooking

ANU CELASTIN

I am a hard-working, motivated and enthusiastic Individual with a proven track record in business administration and project management. I always strive to achieve the highest standard possible, at any given task and in any situation. I am excellent in working with others to achieve a certain objective on time and with excellence. I am accustomed to working in a challenging and fast-paced environment, particularly when dealing with multiple projects and priorities at the same time.

Experience

○ **GOODWILL ENTERTAINMENTS** : 10/Jan/2022 - 23/July/2022

Admin and HR

Coordinating organizations administration system, supervising staff, Recruit new employees, manage training and development initiatives, managing staff benefits and payroll.

○ **BHARAT MATRIMONY** : 15/February/2021 - 11/August/2021

Key Account Manager in Wedding Bazaar

Growing the company's revenue by ensuring that key clients are satisfied with the services provided, identifying new business opportunities for key clients, and attending all meetings, conventions and training workshops.

○ **Sharon Books** : 28/Jan/2019 - 25/May/2019

Telecaller

Initiating sales with potential customers over the phone, Asking inquiries to interact with customers and keep the speech communication going, Gathering and documenting client info, payment ways, purchases, and reactions to products. Answering customers' queries on the product.

○ **ICICI BANK** : 20/August/2018 - 30/November/2018

CASA Relationship Officer

The roles and responsibilities in CASA sales officer were selling of credit cards, CASA (current account, savings account), mortgage, loans, Bancassurance and providing client service to existing customers.

Projects & Initiatives

The project was about a study on investment habit of migrant workers in kerala was my degree project under the guidance of Anila asokan, Assistant professor in department of commerce in St. michael's college. This project mainly focuses on the savings habits, higher wages, large employment opportunities and shortages of local labourers make kerala a lucrative job market for workers from outside the state. this study analyses the migrant's reason for migration, living condition, remittance etc. my contribution were I had conducted a survey for migrant workers near in my home town.

Internship

○ **BECXpress**

Sales Associate

○ **ICICI BANK**

Sales Executive

Positions of Responsibility

- Committee Member in Golden Jubilee (samanwaya) Program
- NSS Leader in National Camp of NSS
- Science Club Leader in School
- Arts Club Committee
- Class Representative

Achievements & Certifications

- Certificate in National service scheme
 - Certificate of participation in sales management at ICICI BANK sales academy
 - Certificate in introduction to personal branding
 - Certificate in the language and tools of financial analysis
 - Certificate in analyzing company's performance using ratios
 - Certificate in Initiating and planning projects
 - Certificate in Financial markets
 - Certificate in managing the company of the future
 - Certificate in Fundamentals of financial planning
 - Certificate in Grow your business
 - Certificate in Introduction to psychology
 - Certificate in COVID-19 contact tracing
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