



ANN STELLA SEBASTIAN

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Career Objective : To be part of an organization where I could use and enhance my knowledge and talent for the development of both the organization and myself.

EDUCATIONAL QUALIFICATION

- MBA (HR&MARKETING) From **MACFAST College, MG University, 2018 with 75%**
- BSc with Physics from **Assumption College Changanacherry, Mg University,2015with 65%**
- 12TH From Kerala Board **Jerusalem mount Vakathanam science stream 2012 with 75%**
- 10th from **Sacred Heart Higher Secondary School Changanacherry, Kerala Board ,2010 With 75%**

ORGANIZATIONAL EXPERIENCE :

Malabar Dental College & Research Centre HR Aug 28 to till date

Roles and Responsibilities:

- All HR administration functions and its various verticals.
- Documentation of all files.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Maintains human resource staff by recruiting, selecting, orienting, and training employees.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rate
- Identify staff vacancies and recruit, interview and select applicants
- Handling recruitment process
- Organization structure and planning.
- Building a relationship between employee and organization management
- Guide in helping their team in recruiting and hiring employee workforce
- Moderate and act on employee benefit programs

IT SKILLS

- MS Office
- MS Excel

PERSONAL STRENGTHS

- Leadership Quality
- Excellent communication and interpersonal skills.
- Excellent analytical skills
- Excellent negotiation skills
- Can work with in time constraints
- Self Motivated
- Self Analyst
- Quick learner.
- Openness

Professional Strengths

- Firm Educational foundation regarding the functions of HR
- Knowledge in HR practices
- Excellent presentation skills

Languages known

- English
- Malayalam

ACHIEVEMENTS, AWARDS & ENGAGEMENT

- Participated in MACFAST Industry Interface, IV, Ernakulam, 30th Oct 2016 to 04th Nov 2016
- Attended the seminar on demonetization 2016, Conducted at MACFAST November 2016
- Attended the seminar on budget analysis 2017, Conducted at MACFAST February 2017
- Volunteer of community resuscitation, Pushpagiri hand to heart campaign
- Tally.ERP9
- Participated as an NSS volunteer in Assumption college changanacherry
- I get a chance to attend yes programme (Young Entrepreneur Summit)
- Worked as a event coordinator TANTRA 2K16 and 2K17, National level management Fest, macfast.
- Had been a part of counseling section conducted in macfast college where I have got an opportunity to counsel students.
- Certificate of appreciation 2017 from LEAP LEARNING ACADEMY for being of Outbound Experiential Learning program.

WORK SHOPS

- Participated in YES+ (YOUTH EMPOWERMENT) Course (2015)
- Participated the seminar on budget analysis 2017, conducted at MACFAST Feb 2017

INTERNSHIP AND PROJECT

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| MBA Internship project | <ul style="list-style-type: none">• A study on Training and development at KKR GROUP OF COMPANIES NIRAPARA, OKKAL |
| Duration | <ul style="list-style-type: none">• Jan 8th - March 5th |
| Key Learning | <ul style="list-style-type: none">• Studied overall performance of the employees in the organization.• To measure various department and their functions.• Understand organizational structure and functions |

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|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Organisation Study | <ul style="list-style-type: none">• Organization Study at TOMS pipes Pvt Limited, changanacherry |
| Duration | <ul style="list-style-type: none">• 4th April 2017 to 29 May 2017 |
| Key Learning | <ul style="list-style-type: none">• Studied overall Performance of the Organization.• Studied about various Department and their functions.• Understand the organizational structure process |

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| Degree project | A Study on malus law |
| Duration | 16 th October 2015 |

Leadership and coordinating Experiences

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| Role | Coordinator of HR game, TANTRA 2K17 |
| Responsibility | Responsible for coordinating the different levels of the game |
| Accomplishment | Successfully coordinate the event |

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|-----------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Role | Student coordinator of National service scheme |
| Responsibility | Coordinating special camps and awareness programme to support the team members to build a strong relationship among the society. |
| Accomplishment | Award for the successful participation in NSS. |

DECLARATION

I declare that all the above information is true to the best of my Knowledge, and if you give a chance I will try my best to come true to your expectations and will prove my worth in most trying conditions.

Yours Faithfully,

ANN STELLA SEBASTIAN
