



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

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

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

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

Leadership and coordinating Experiences

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

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
