

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 60%**
* 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 Executive (1.5** years)

**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

**2. HDFC BANK (salesofficer)7months**

**Roles and responsibilities**

* Developing and sustaining a long lasting relationship with customers.
* Developing in-depth knowledge about company products.
* Calling potential customers to explain company products.
* **3.Torin saniwave private limited (office coordinator) 1.5 years)**

**Roles and Responsibilities**

* Answering incoming calls and transferring them.
* Filling and sorting the incoming mail.
* Carry out routine checks to ensure safety and security.
* Control inventory and order supplies.
* Deal with customer complaints or issues.
* Monitor office expenditure and handle all office contracts.
* Welcome clients and visitors to the office and assist them as needed

**IT SKILLS**

* + MS Office
  + MS Excel

**PERSONAL STRENGTHS**

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

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| **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 * Attendedthe seminarondemonetization 2016,Conducted at MACFAST November 2016 * Attendedthe 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 opportunityto 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 Feb2017

**INTERNSHIP AND PROJECT**

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| **MBA Internship project** | * A study on Training and development at KKRGROUP OF COMPANIES NIRAPARA, OKKAL |
| **Duration** | * Jan 8th –March 5th |
| **Key Learning** | * 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** | * Organization Study at TOMS pipes Pvt Limited, changanacherry |
| **Duration** | * 4th April 2017 to29 May 2017 |
| **Key Learning** | * 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** | 16th 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** | Coordinatingspecial campsand awarenessprogrammeto support the teammembers 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**