

# Albin Basil

Thottankara H Thottuva Koovappady PO 683544

albinbasil@gmail.com | +919446529087

Highly motivated Business Management graduate with strong academic background and short-term experience in administrative support and HR duties. Proven ability to ensure compliance with policies and procedures.

## Professional Experience

---

### Magnet Capital, Rome Italy

10/22 - present

#### Human Resource Analyst

- Performed detailed assessments of HR and business operations to identify areas for optimization.
- Constructed frameworks and drafts to set up baselines and future goals.
- Optimized recruitment process to ensure efficiency and efficacy.
- Assessed applicant resumes and organized interview scheduling.
- Offered friendly and informed assistance to new hires during the interviewing and onboarding process.
- Accomplishment: Progressed from HR Intern to HR Analyst

### Adon Aromatics Kerala India

09/21 - 02/22

#### Administrative Assistant

- Assisted Management in executing processes and initiatives to achieve organizational objectives
- Executed administrative duties, generated reports, and monitored daily operations and activities
- Restocked inventory and placed orders to maintain optimal stock levels
- Ensured adherence to organizational standards, including safety protocols and communication protocols
- Orchestrated the overall operations of Adon Aromatics

### Spawoz Technologies Pvt Ltd Infopark Cochin, India

02/19 - 07/19

#### Human Resource Trainee

- Successfully managed the operations and administration of the HR department.
- Streamlined office efficiency by effectively overseeing internal communications and correspondence.
- Spearheaded the sourcing and screening of candidates for various roles, and collaborated with hiring managers to coordinate interviews, offers and onboarding.
- Assessed employment applications and background check reports to expedite the hiring process.
- Implemented staff motivation programmes, including internal competitions and workshops.
- Accomplishments: Awarded the best outstanding performer in HR (July 2019) and led a team of 2 HR Interns

## Education

---

### Sapienza University of Rome Italy

09/19 - 07/22

#### Master of Science In Business Management - 80%

### Mahatma Gandhi University Kerala

07/15 - 03/18

#### Bachelor of Business Administration - 79%

## Projects

---

### The Rise of Tata Group of Companies

01/22 - 07/22

- Gained in-depth knowledge of the Tata Group of Companies' growth drivers and challenges through the completion of a Master Thesis course at Sapienza University of Rome.
- Investigated the group's development over time and identified the types of support available.

### Impact of Celebrity Endorsement on Consumer Buying Behavior

10/19 - 01/19

- Developed research projects analyzing the influence of celebrity endorsements on consumer purchasing decisions for the Economics Department at Sapienza University of Rome.

## Study on Moncler

12/19 - 12/19

- Conducted an in-depth analysis of Moncler's existing Strategy, Governance, Communication, and Reputation to identify areas for improvement within the economics department.

## A Study on Employee Retention In Tolins Tyres Pvt Ltd

01/18 - 03/18

- Completed Bachelor's Thesis coursework with the aim of understanding the employee retention process of the company, assessing employee satisfaction with promotional activities, and evaluating employee satisfaction with salary provided by the company for Mahatma Gandhi University Kerala.

## Certifications

---

- Completed a course in Preparing to Manage Human Resources from the University of Minnesota via Coursera in March 2023.
- Completed a course in Project Management: The Basics for Success from the University of California, Irvine via Coursera in April 2023.
- Obtained a Diploma in Human Resource Management from Udemy in May 2022.
- Earned a Certification in Industrial and Organizational Psychology from Udemy in June 2022.
- Received a Certificate in HR Management Training from the MSME Technology Development Centre, a Government of India Organization, in December 2021.

## Achievements

---

- Awarded Lazio Disco Italy Higher Education Scholarship for 2019-2022.
- Recognized as Outstanding Performer in Human Resources for spawoz Technologies Pvt Ltd in 2019.
- Honored as Best Outgoing Student from the Bachelor of Business Administration (BBA) Department in 2018.
- Granted St. Mary's Educational Trust Scholarship for High Academic Achievement in 2017.
- Elected Captain of the BBA Department; Led and Coordinated a Team of 18 Students from 2015-2018.

## Key Skills

---

- Proficient in MS Office applications, including Word, PowerPoint, Excel, Teams, Outlook, and Calendly.
- Demonstrated administrative and organizational capabilities.
- Expertise in utilizing social media platforms.
- Proven customer service experience with exceptional interpersonal skills and self-motivation.
- Adept at time management, analytical thinking, problem-solving, multitasking, and critical thinking.
- Skilled team leader with excellent verbal and written communication, setting and achieving goals, and building and maintaining relationships.
- Track record of dependability, responsibility, and sound decision-making.
- Detail-oriented with experience in talent acquisition and HR compliance.

## Interests

---

- Reading, Listening music, Travelling