



SEBASTIAN SIMON

9656569119 | SEBASTIANSIMON554@GMAIL.COM

OBJECTIVE

A self-motivated and goal oriented professional, seeking a position to be part of a team where I can sharpen my own professional skills, while at the same time, contributing my best to the overall development of organization.

EDUCATION

MBA • 2019-2021 • CAIHM, BENGALURU
MBA Hospitality Management

DEGREE • 2015-2018 • CHRIST COLLEGE, KATTAPPANA
BCom Computer Applications

PERSONAL DETAILS

- Date of Birth : 23-08-1996

EDUCATION

MBA • 2019-2021 • CAIHM, BENGALURU
MBA Hospitality Management

DEGREE • 2015-2018 • CHRIST COLLEGE, KATTAPPANA
BCom Computer Applications

EXPERIENCE

ASST. ACCOUNTANT - LOTUS CLUB, KOCHI, (JUNE 2018 – JULY 2019)

- Was responsible in dealing with the accounting activities of the club
- Collecting funds from members
- Entry of financial transactions (both manual and computerized)
- Dealing with the members regarding fund

INDUSTRIAL EXPOSURE TRAINEE IN HR DEPARTMENT, KOCHI MARRIOTT HOTEL (APRIL 2021 – SEPTEMBER 2021)

- Maintain record of employee attendance
- Preparing chart for daily activities
- Arranging T&D programme
- Maintain and updating employee profile
- Assisting T&D Head in daily activities

ON THE JOB TRAINEE IN HR DEPARTMENT, EMMANUEL CATERERS (FEBRUARY 2022 – AUGUST 2022)

- Pre-Arrival calls for selected candidates and organizing joining kit
- Associate File management-personal files, employee register
- Preparation of HR daily briefing packet
- Preparation of training and Events calendar
- Preparing Guest voice reports

HR ASSOCIATE – HIGHRANGE HOME APPLIANCES, (SEPT 2022 – SEPT 2023)

- Candidate Biodata verification
- Maintaining record of employee attendance

- Gender : Male
- Nationality : Indian
- Marital status : Unmarried
- Communicating with potential job candidates Managing HR records including, résumés, applicant logs, and employee forms Explaining employee benefits Responding to HR-related queries within the company.
- Maintaining employee confidentiality.
- Assisting with the distribution of training material

LANGUAGE KNOWN

- Malayalam
- English
- Tamil

HOBBIES

- Travelling
- Photography
- Drawing(Adobe Illustrations)
- Video Creating
- Social Networking

EXTRACURRICULAR ACTIVITIES

- Drawing
- Badminton
- Football

COMPUTER SKILLS

- + Tally ERP 9
- + Good Typewriting Speed
- + Working knowledge of MS Office (MS Word, Excel , PowerPoint)
- + Well experienced with use of internet.

PROJECT

- + Impact of social media in Students.
- + Industrial visit report at RAMADA BY WINDHAM IN Bengaluru, Karnataka
- + Project on "HUMAN RESOURCE DEPARTMENT IN HOTEL INDUSTRY"
- + Project on "HUMAN RESOURCES IN KOCHI MARRIOTT BY MARRIOTT INTERNATIONAL

PERSONAL SKILLS

- + Analytical & Logical Skills
- + Decision Making
- + Hard Working
- + Creative & Confident
- + Good in Teamwork
- + Time Management

DECLARATION

I hereby declare that the above- mentioned particulars are true, complete and correct to the best of my knowledge and belief.