



Ancy Sebastian

Entry level Human Resources

To join a renowned organization that provides a healthy working atmosphere for overall development of my skills and to make a positive contribution by delivering the best of my ideas and creativity to grow along with the organization.



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Kollam, India



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SKILLS

Time management

Interpersonal communication

Interviewing techniques

Team player

Problem solving

Conflict management

LANGUAGES

English

Full Professional Proficiency

Malayalam

Full Professional Proficiency

INTERESTS

Reading

Interested in Psychology and Counseling

Cooking

Travelling

EDUCATION

Bcom Computer Application

Fatima Mata National College, Kollam

07/2017 - 06/2021

Kollam

United Indian School

Kuwait

04/2015 - 03/2017

Courses

▫ High School

▫ Higher Secondary School

WORK EXPERIENCE

Human Resource Intern

Country Holidays Inn & Suites

08/2021 - 09/2021

Roles/Responsibilities

- Partnered with hiring team to determine staffing needs
- Sources & recruit candidates by using Job Portal, Social Media
- Screening resumes
- Performing phone interviews with candidates
- Performing reference and background checks
- Coordinating interviews with the team
- Following up on the interview process status
- Communicating intern information and benefits during screening process
- Completing timely reports on employment activity

FUNCTIONAL AREAS

Tally ERP 9

Quickbooks

Sage

Microsoft excel

Microsoft word

Microsoft PowerPoint

TRAINING EXPERIENCE

Skillspark the Finishing School

ACHIEVEMENTS

Best Performer in Tally ERP 9