

# ANCY GEORGE

Flat:11, Bldg.: 51B, Block: 104, Road: 402, Al Hidd, Bahrain | 00973-34582006 | [ancy409@gmail.com](mailto:ancy409@gmail.com)

## OBJECTIVE

Human Resource graduate with proven communication and management skills. Seeking an opportunity to leverage my talents as Administrative Executive/Human Resource Executive at your company. I have the follow-through and positive attitude that will allow me to achieve company targets.

## EDUCATION

Bachelor of Commerce | 2017 | Thakur College of Science and Commerce.

Master of Business Administration| 2019 | Dublin Business School.

## SKILLS & ABILITIES

- Verbal & Written Communication
- Organising Skills
- Strategic Planning
- Microsoft Office
- Supervising
- Highly motivated and proactive
- Integrity/Work Ethic
- Develop and maintain positive work habits.
- Ability to work well as part of a Team and Independently.
- Self-starters, able to work independently and collaboratively with excellent time management skills.

## EXPERIENCE

ASSISTANT MANAGER | HAMEED TRADING EST. W.L.L | OCTOBER 5<sup>TH</sup>2017 - JANUARY 11<sup>TH</sup>2018

- Maintain staff by recruiting, selecting, training, and developing personal growth opportunities.
- Accomplish goals and financial results for the company.
- Preparing annual budget, scheduling expenditures.
- Contributing to team effort by accomplishing related results for the company.

ADMINISTRATIVE EXECUTIVE | TYKUN REALTORS PVT LTD | AUGUST 23<sup>RD</sup> 2018 - AUGUST 23<sup>RD</sup> 2019

- Diary and email management.
- Scheduling, organising and coordinating meetings and events.
- Drafting correspondence and emails.
- To advise of impending work deadlines for both internal and external commitments, e.g. reports, presentations, conferences, projects.
- Providing administrative support to Team(s) meetings, including agenda preparation and note taking.

ACCOUNTANT/ SUPERVISOR | NEW MAQDEEM STATIONERY CO. W.L.L. | AUGUST 27<sup>TH</sup> - PRESENT

- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Prepares payments by verifying documentation, and requesting disbursements.

## SUMMARY

Dynamic and resourceful MBA HR graduate offering a solid academic foundation and progressive background in effective Communication, Financial Analysis, Business Strategy, International Management, Personal and professional Development and Knowledgeable in organizational communication and General administration. Being organized in the work place is very important to me and I believe it would help me in the administrative department of companies. I am greatly interested in Volunteering for many social causes.