

# RESUME

## **Ann Koshy**

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Driving License - Bahrain

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(Date of expiry: 26/10/2024)

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### ❖ **Objective**

- Intent to join an organization with committed and dedicated people which help me to explore myself fully and realize my potential.

### ❖ **Educational qualification**

- Completing MBA-Human Resource Management Post graduation degree course from JNU Manama, Bahrain Branch. (2019-2021)
- BBA – Human Resource Management From St. Joseph's College of Commerce- Bangalore, India (2015-2018) With SGPA – 8.02
- SEBA - Jyoti Nivas pre-university college, Bangalore (2013-2015) with 80%
- ICSC (Commerce) From Bethany High School, Bangalore (2000-2013) With 75%

### ❖ **Technical knowledge**

#### ▪ **Good Knowledge Of**

- Outlook
- Microsoft Excel,
- Word & PowerPoint.
- Paylite – HRMS
- JANA
- BAYAN

### ❖ **Experience**

- **Human Resource Coordinator- Sevens Holding, Bahrain April 2019- Present**

#### **Responsibility HR Coordinator:**

- Assist with all internal and external HR related inquiries or requests.
- Maintain both hard and digital copies of employees' records.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Prepare payroll.
- Support other assigned functions.
- Booking Flight Tickets
- Conducting orientation
- Assisting in preparation of policies & SOPs

### **Responsibilities of Accommodation Incharge:**

- Update regularly the accommodation plan and rooms inventory
  - Report incidents in the accommodation
  - Handle colleague welfare and concerns related to rooms and privacy
  - Pick up and drop of a colleague to the airport
  - Coordinate with the contracting company concerning all maintenance issues
  - Coordinate with outsourced cleaning company to maintain the hygiene standards in order to provide our colleagues a healthy environment
  - Monthly patrol in the accommodation for anything unusual to be noted
  - Follow up with the purchasing on pending items related to the colleague housing
  - Arrange rooms for new collegues as per the SOP's
  - Handle and control colleague movements and shifting inside the accommodation
- Internship in Human Resource Department - Wyndham Garden & Ramada Hotels & Suites, Amwaj Islands in Bahrain form June 2018 - March 2019
- Internship in Human Resource Department - Wyndham Garden & Ramada Hotels & Suites, Amwaj Islands in Bahrain form April 2017- May 2017

### **❖ Skills & Capability**

- Good Communication Skill, Confidence, Positive Attitude Etc.

### **❖ Strengths**

- Ability to work in team and can lead the team as well.
- Hard working with positive attitude toward my career and my life.
- Self-motivated.

### **❖ Personal Details**

- Gender - Female
- Date of Birth - 14/Dec/1996
- Marital status - Unmarried
- Languages known - English, Malyalam & Hindi.
- Hobbies - Travelling and listening songs.

### **❖ Others**

- Love to work in multicultural work environment.
- Enjoy challenges and able to work towards making solutions through hard work.
- Punctual, Co-operative, Motivated and very friendly nature.
- Strong work ethic.

### **❖ Declaration**

- I hereby declare that the above-mentioned information is correct up to my knowledge And I bear the responsibility for the corrections of the above-mentioned.

Place - Manama, Bahrain

Yours Faithfully

(Ann Koshy)