



**MARIA ANTONY**

**Bachelor of Business Administration (HR)**

+91) 6362519169

mariaantony2017@gmail.com

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### CAREER OBJECTIVE

To be associated with a progressive organization that gives scope to update and enrich my knowledge and skill in accordance with latest trends and be a part of team that dynamically work towards the growth of the organization.



### EDUCATIONAL DETAILS

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#### **Bachelor of Business Administration (HR)**

St. Claret College , Jalahalli

Bangalore

(BANGALORE UNIVERSITY)

Graduation year:2021

CGPA: 8.56

#### **Diploma: Computer Application for the Visually Impaired**

JSS Polytechnic For the Differently

Abled Mysore, Karnataka

(Bangalore Technical University)

Year of passing:2019

Percentage:89.17%

#### **SSLC**

Jyothi Nikethan Senior Secondary

School , Punnapra

(Delhi CBSE Board)

Year of passing: 2016

Percentage:95



### WORK EXPERIENCE

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Currently working at **Fanuc India Private Limited.** through **Vestian Global Workplace Services Pvt Ltd.** as **"HR-Executive"** from (01/06/2023 to till date.)

Worked with **Fanuc India Private Limited.** through **Carewel Facilities India Private Limited.** as **"Recruiter/Team Member - HR Department"** from (01/02/2023 to 25/05/2023.)

#### **About the Company:**

FANUC Corporation, Japan is a pioneer in Computer Numerical Control (CNC) technology since 1956. In today's manufacturing world, "FANUC" is amongst the most reliable and dependable brands on any shop floor. This has resulted in our achieving a dominant share in the demanding CNC and Robot markets. FANUC India Private Limited is a subsidiary of FANUC Corporation and was established in 1992 with its headquarters in Bangalore. Our main objective is to provide the Indian market with the entire range of top-of-the-line FANUC products (CNC, Robot, and Robomachine) coupled with value-added services thereby delivering the least cost of ownership to our customers.

### Key Accountabilities & Responsibilities:

- 1) To understand the job profile and sourcing the candidates, schedule and coordinate the interviews.
- 2) Reparing job description and posting new vacancies in job portals to attract and shortlist best candidates.
- 3) To coordinate new joinee formalities and to ensure the proper filing of the documents.
- 4) To ensure new hires were productive and integrated into the company culture faster.
- 5) To support department in employee engagement activities.

Worked at **Ad Astra Consultants Pvt. Ltd.** as **“Trainee Talent Sourcing”** (from 19/01/2022 to 30/01/2023.)

### About the Company:

Ad Astra is a full-suite bespoke talent solution firm established in January 2007. The organization is committed to helping other firms identify star talents in order to maintain leadership positions in their chosen markets. Ad Astra has been ranked No. 1 among Top 5 Most Promising HR Consulting Companies in India by Silicon India. They have ranked it as a firm in India that specializes in blending the global resources and best practices, thus meeting the talent demands of clients. Ad Astra is a women-owned organization and their promoters have been ranked among top 25 women entrepreneurs building India globally.

### Roles & Responsibilities:

- a) Sourcing Candidates and collecting their resumes from job portals and social media platforms as per the requirements of the client company.
- b) Evaluation of resumes, Pre-interview screening and shortlisting suitable candidates, Job advertising on social media.
- c) Allotting timeslots for candidates to be interviewed, Collection of required documents from selected candidates and following up with them until they join the concerned organization.



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### INTERNSHIPS & PROJECTS

**Internship:** Completed an HR internship at HMT Cochin

**Project:** A Study on Effectiveness of Non-Financial Incentives with regards to Defence Research and Development Organization (DRDO)



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### TECHNIQUAL SKILLS

- Languages Known: English, Malayalam, Tamil, Hindi and Kannada.
- Soft Skills: Excellent communication & interpersonal skills, Good Listening skills, A team player, continuous learner and proactive, Reliability, Tenacious, independent and willing to take the initiative
- Software: MS Office (Word, Excel and PowerPoint).



## STRENGTH

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- Positive Attitude
- Flexibility & Adaptability
- Hard working & self-motivated
- Ability to learn, prioritize tasks and achieve goals



## PERSONAL INTEREST

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- Listening music
- Cooking
- Internet browsing
- Learning new things
- Watching Movies



## PERSONAL INFORMATION

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I am a person with a disability

Type of Disability: - Low vision (80%)

I use computer and assistive technologies such as magnifier and screen reading software's to read and write.



## PERSONAL DETAILS

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Father's name : Mr. Shaju AJ  
Marital status : Unmarried  
Nationality : Indian  
Date of Birth : 15/04/2000  
Gender : Female

Permanent  
Address : Ambattuparambil (House),  
Palace ward  
House No : KERA 70  
Mukkavalackal Road  
Iron Bridge.P.O Alappuzha  
Pin code : 688011 Kerala  
Current  
Location : Alappuzha, Kerala

Preferred : WFH/ Kerala, Bangalore,  
Location : Mumbai

## References

Mr. Ramakrishna A.

Deputy Manager, Human Resources Department at FANUC India Private Limited

Phone: 9900620356

Email Id: [Ramakrishna.a@fanucindia.com](mailto:Ramakrishna.a@fanucindia.com)

Mr. Pratip Dutt

Senior Manager - Talent sourcing at Ad Astra Consultants Pvt. Ltd.

Email Id: [pratip@adastraconsultants.com](mailto:pratip@adastraconsultants.com)

Prof. Dr. Cassandra Ranee

HOD dept. Of Management St. Claret College, Bangalore.

### Declaration

I, Maria Antony, hereby declare that the information furnished here is true and correct to the best of my knowledge and belief.

**Place: Alappuzha, Kerala**

**Date: 23/09/2023**