

# ANN MARIA GEORGE

[gann782@gmail.com](mailto:gann782@gmail.com) 9961627268

Kerala, India

## SUMMARY

I have an overall experience of 5+ years in the field of Client engagement, recruitment and data management. I have an MBA and the project specializes in HR. I am seeking to find a suitable role in a reputed organization. I have been an expertise in communication with international clients and have the understanding of people Management.

## KEY SKILLS

Excellent Interpersonal skills • Adaptability • Quick Learner  
Communication skills • Recruitment • Problem solving

## TECHNICAL SKILLS

MS Word, Excel, PowerPoint

## PROFESSIONAL EXPERIENCE

### ENVERTIZ CONSULTANCY

Jul 2023- Present

#### *Sourcing Coordinator*

Kochi

- Ensures to hire the ideal candidates as per the client requirements
- Helps in Preparatory sessions sent via email to candidates
- Communicating with the candidate via phone and ensuring that their preferences are met and allocating them accordingly

### ALLIANZ

Aug 2021-Aug 2022

#### *Senior Customer Service Associate*

Trivandrum

- Helps in assisting stock market value and other data related concerns about their product purchase
- Advises clients in terms of their Retirement plan invested in the stock market and its changes
- Ensures valid information after verifying authenticity of clients

### PETROLINK PRIVATE LTD.

May 2019-Dec 2019

#### *Data Operator*

Kochi

- Assists clients in Troubleshooting queries faced by them while using the application
- Processing of documents includes creating previews for attachments for easy review and creating PDF files for attachments that require proprietary software to open
- Processes data by reviewing and managing documents as per client requirements

### NORTHGATE ARINSO HUMAN RESOURCE

Jun 2016- Dec 2018

#### *Associate*

Kochi

- Worked as an agent in examining valid documents to provide Educational reimbursement
- Ensures reimbursement were only given to the eligible criteria met by candidates
- Processing payments to Retired Employees by encashing their remaining leave balance

- Assists clients in career development with the help of courses offered by bank
- Researching the data given in SAP and accordingly processing payments

**RR DONNELLY****Aug 2014- Aug 2015****Associate****Trivandrum**

- Worked as an agent in analyzing and recording transactions given by customer
- Billing customers using SAP
- Assisting customers by giving accurate information regarding their property and water supply

**KG INFORMATION SYSTEMS PRIVATE LTD.****Jun 2013-Dec 2013****Junior Recruiter****Coimbatore**

- Worked and assisted candidates in the initial screening process for their recruitment requirements
- Worked with their division ENTER MARKETING in assisting and collecting data for their recruitment purpose Sourcing and screening of potential candidates for contract, contract-to-hire and permanent openings with our clients
- Learning and understanding job requirements from the client and assisting them in hiring a suitable candidate according to their requirements
- Focusing on assisting suitable candidates with their goals and expectations

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**EDUCATION****LIVERPOOL JOHN MOORES UNIVERSITY****Mar 2021–Mar 2022****Master's in Business Administration (*Distant Education*)****United Kingdom**

Pursued with Upgrad

**INSTITUTE OF MANAGEMNT TECHNOLOGY****Apr 2020 – Feb2021****Post graduate in Management Studies (*Distant Education*)****Ghaziabad**

Pursued with Upgrad

**VLB JANAKIAMMAL COLLEGE OF ARTS AND SCIENCE****Mar2011- Mar 2013****Bachelors in Commerce****Coimbatore**

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**PROJECTS**

- A study conducted on Work from Home - Advantages and Disadvantages on behalf of the MBA
- A survey was taken on those willing to WFH and those willing to work at office for 50 students Set of questionnaire was prepared with the help of google forms
- With the help of linear regression the calculation proved that those willing to WFH were more in number and hence the analysis of the study proven were accurate.

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**INTERNSHIP****UAE Exchange****Mar 2016 - Jun 2015****Project in Finance and Accounts (*Business Compliance Checklist*)****Abu Dhabi**

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