



ASTEL ANTONY

HR and Admin Executive

CONTACT DETAILS

+971 527165973

astelantony10@gmail.com

Al Qusais, Dubai
UAE

EDUCATION

2020 - 2022

MBA in HR and Marketing
Anna University

2017 – 2020

Bachelor Of Business Administration
MG University

SKILLS

- Adaptability
- Fast Typing Speed
- Multitasking
- Attention To Detail
- Database Management
- Can Work Independently and as a Team
- Time Management

PERSONAL DETAILS

Date Of Birth : 17-May-1999

Nationality : Indian

Marital Status : Single

Visa Status : Visit Visa

Passport Number : U7687902

REFERENCE

Biju John

Region Head - Luxon Motors Pvt Ltd

Phone : +91 7593050568

Email : hrm.ekm@luxontata.com

PROFILE SUMMARY

Motivated MBA graduate with a solid background in HR and Admin functions. Proven track record in managing end to end recruitment process, conducting onboarding activities and maintaining accurate personal records. Skilled in monitoring attendance and handling administrative tasks. Dedicated team player focused on enhancing organization efficiency and workplace satisfaction.

PROFESSIONAL EXPERIENCE

Luxon Motors Pvt Ltd

Ernakulam, Kerala

HR and Admin Executive

Nov 2022 – Apr 2024

- Handling recruitment process such as sourcing, reviewing resumes and scheduling interviews
- Communicating offer and joining date to the shortlisted candidates
- Assist in documentation process of new joiners as well as maintaining and managing of employee files or records
- Personal document filing of newly joined employees
- Maintaining and updating database of every month – Data Entry
- Complete the exit formalities of resigned employees and after 2 weeks of resignation will prepare the experience certificate and process their final settlement
- Gather payroll data like bank details and leaves of employees
- Monitoring the attendance of employees and collating the group attendance
- Overseeing the distribution of ID cards and uniforms for newly joined employees.