



**TESSY ANNA BABU**

## **PROFILE**

### **HR and Sales co-ordinator**

Engaged and motivated Sales & Human Resources Coordinator with 5+ years of experience. Recognized for collaborating and creating business solutions through the practical application of HR principles and/ or operational initiatives. Successful working in fast-paced and challenging environments bringing solid sales support to the business. To seek a position where I can utilize my skills with a well established organization in a stable environment that will lead to a lasting relationship

## **CONTACT**

PHONE:  
0563560473  
EMAIL:  
tessybabu0413@gmail.com

## **ACTIVITIES AND INTERESTS**

Scuba diving  
Travel  
Great food  
Volunteering  
Music

## **LANGUAGES KNOWN**

Malayalam  
English  
Hindi  
Tamil

## **KEY SKILLS AND CHARACTERISTICS**

- Multi Tasking
- Team Work
- Interpersonal
- Leadership
- Attention to detail
- Enthusiasm and personal drive
- Initiative
- Ability to handle pressure and meet deadlines

## **WORK EXPERIENCE**

### **SALES CO-ORDINATOR (2017 TO CURRENT)**

#### **HOTPACK PACKAGING IND LLC, UAE (Label Division-UAQ)**

- Coordinate sales team by managing schedules, filing important documents and communicating relevant information.
- Ensure the adequacy of sales-related equipment or material.
- Respond to complaints from customers and give after-sales support when requested.
- Store and sort financial and non-financial data in electronic form and present reports.
- Handle the processing of all orders with accuracy and timeliness.
- Inform clients of unforeseen delays or problems.

### **HR CO-ORDINATOR (2017 TO CURRENT)**

#### **HOTPACK PACKAGING IND LLC, UAE (Label Division-UAQ)**

- 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.
- Assist with payroll
- Support other assigned functions.
- Keep up-to-date with the latest HR trends and best practices.

## **EDUCATION**

### **Masters In International Business**

April 2017  
Mangalore University, Karnataka

### **Bachleros In Commerce**

May 2015  
Mahatma Gandhi University

Visa Type : Residence Visa  
Visa Expiry : 09-02-2024