

ANANTHAKRISHNAN U S

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Summary

Dynamic and detail-oriented professional with a Bachelor's in Business Administration. Experienced in marketing coordination, client engagement, and administrative operations across diverse industries, including international experience in Germany. Skilled in campaign support, market data management, and cross-team collaboration. Recognized for adaptability, efficiency, and a strong commitment to delivering organized and creative marketing solutions.

Work Experience

GESTAMP - GERMANY (via Randstad GmbH)

SEP 2024 – JUN 2025

ADMINISTRATIVE ASSOCIATE

- Provided high-volume administrative support: database updates, documentation control, scheduling and vendor communications.
- Assisted HR and operations teams in onboarding, correspondence and workflow improvement efforts.
- Prepared and maintained reports and meeting summaries, supporting decision-making and process efficiency

HERMES LOGISTICS , GERMANY (via Time Partner GmbH)

JUN 2023 – SEP 2024

LOGISTICS ADMINISTRATOR

- Prepare and process purchase orders and delivery notes.
- Help new staff with onboarding and logistics-related training.
- Support HR functions such as attendance tracking and scheduling shifts
- Communicate with suppliers, transporters, and warehouse teams to ensure timely dispatch and delivery.

B-GHUD ACADEMY PVT LTD

JAN 2021 – MAR 2022

MARKETING EXECUTIVE

- Handled customer inquiries and supported the execution of targeted marketing and promotional campaigns.
- Collected and analysed customer data to support improvements in segmentation and outreach.
- Worked with internal teams to align marketing activities with service delivery and client satisfaction goals

EDUCATION

M.A INTERNATIONAL MANAGEMENT

OCT 2023 – APR 2025

IU International University of Applied Sciences - Berlin, Germany

ADVANCED DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT-ADLSM

Centre for Continuing Education Kerala

Certified Warehouse Supervisor – NSDC, Skill India (ID: CAN_5653035 | Feb 2021)

MAR 2020 – NOV 2020

Training in Networking & Web Technology, PC Hardware, and Office Automation

Bachelor of Business Administration

Mahatma Gandhi University

JUL 2016 – MAR 2019

Successfully completed a project on "Effectiveness of Recruitment Process" at Sangrose Laboratories Pvt. Ltd., Kerala

DIPLOMA IN COMPUTER APPLICATION

JAN 2016 – JUN 2016

Kerala University

12TH KERALA BOARD

JUL 2013 – MAR 2015

Kerala Board of Public Examination

TECHNICAL & CORE SKILLS

- Marketing Coordination | Client Communication | Data Entry & Analysis
- Microsoft Word, Excel, PowerPoint | Adobe Photoshop & Lightroom
- Administrative Support | Report Preparation | Cross-Team Collaboration
- Multilingual: English, Malayalam, Tamil