

Hansley Busawon Curriculum Vitae

June 2024

Email Address: hansbusawo.55@gmail.com

Date of Birth: 16.02.98

Citizenship: Mauritian

Telephone: 5486-6376

Address: Engrais Martial Eau Coulée

Qualifications:

Institution	Achievement	From	To
St Joseph College	SC	Jan 2011	Nov 2016
Flymates Ltd	PGS & ARS	Jan 2017	Dec 2017
GCE Private Student	GCE	Jan 2019	Nov 2019
University of Mauritius	BSc (Hons) International Business Management - Second Class First Division	March 2020	Dec 2023

Professional career:

Company	Position	From	To	Job Summary
AML	Trainee	14-12-2018	15-02-2018	Worked as a trainee, gaining hands-on experience in administrative tasks within the company.
CEB	Trainee	11-04-2023	02-06-2023	Gained practical exposure to the electricity sector, assisting in customer service operations. Utilized SAP for managing and processing data, ensuring accurate record-keeping and reporting.

Hansley Busawon Curriculum Vitae

Maureva	Revenue Accounting Officer	06-10-2023	04-04-2024	Managed revenue accounting tasks, using tools like Edgar and Oracle for data management and analysis. Responsible for accurate tracking and reporting of company revenues. Conducted reconciliation of airport tickets and ensured consistency with financial records.
Intercontinental Trust Limited	Corporate Assistant Administrator	08-04-2024	31-12-2024	Assisting with a wide range of administrative duties, including the resolution of client issues and internal matters.
	Corporate Administrator (Promoted)	01-01-2025	Present	Handling bank transfers and ensuring accurate financial transactions. Drafting written resolutions for board meetings and ensuring they align with legal requirements. Supporting audits by providing essential documents and records. Actively responding to client requests and inquiries in a timely and professional manner, ensuring customer satisfaction. Managing client records, assisting with compliance, and contributing to the overall smooth operation of the company.

Hansley Busawon Curriculum Vitae

			Managing a portfolio of IBCs Seychelles, Foundation and GBCs
--	--	--	--

Bio:

Motivated professional seeking new challenges that foster growth while maintaining a healthy work life balance. Eager to contribute my skills in an environment that values both innovation and personal well-being.

Skills:

- **Software & Tools:** Laserfiche, Edgar, Oracle, SQL, SAP, Bippo and Eazzy.
- **Microsoft Office:** Proficient in Microsoft Word, PowerPoint and Excel.
- **Power automation with Powermate and AI:** Implemented an automated email processing flow using Power Automate AI at ITL. The solution automatically organizes and stores incoming bank statements by creating dynamic folder structures. Upon receiving an email from a bank, Power Automate creates a "Bank Statements" folder, followed by the company name and bank name, and saves the corresponding bank statement file. This automation reduced manual sorting time and improved document organization and retrieval.
- **Communication:** Strong written and verbal communication skills; able to draft written resolutions and respond to client inquiries in a timely manner.
- **Client Management:** Managing client records, resolving client issues and ensuring client satisfaction.