

SYED SULTHANA BIBI N



CONTACT

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SOFT SKILLS

- Communication
- Team work
- Interpersonal skills
- Leadership
- Adaptive
- Time management
- Potential worker
- Quick learner

LANGUAGES KNOWN

- Tamil
- English

HOBBIES

- Customizing
(Cosmetics)
- Singing

CAREER OBJECTIVE

To deploy myself proficiently for a challenging profession that takes me to utilize all my knowledge and provide a magnificent opportunity leading to success.

EDUCATION

DEGREE	INSTITUTE	MARKS (%)
2017 – 2020 BSC Computer science	SNMV College of Arts and Science Coimbatore.	84.2
2016 – 2017 HSC (XII)	Presentation Convent Matric Hr sec school Coimbatore.	89.3
2014 – 2015 SSC (X)	Presentation Convent Matric Hr sec school Coimbatore.	92

ACADEMIC EXPERIENCE

- Student Placement Coordinator.
- Symposium Event Organizer.
- Department Coordinator.
- Class Representative.

ACHIEVEMENTS

- Organizing Peak Events
- Seminar Presentation – Secured 2nd prize
- Planning and Executing HC

SOFTWARE KNOWLEDGE

Packages used: Ms Excel, Word, Java, MYSQL, C++

ONLINE COURSES

CERTIFIED:

- Student Workshop - 'Salesforce Business Administration Specialists'
- Diploma course in Human Resource Management - HRM Practitioner
- Call Center Management Certified by Bharathiar University
- Principles of Human Resource Management

OTHERS:

- Customer Relationship Management
- Introduction to Finance & Marketing
- Planning and Scheduling 1DP & 21 DP

EXPERIENCE

- Kidney Centre Hospital Coimbatore (2018 – 2020) – Admin Executive (Part-Time)
- Corporation Office Coimbatore (2020 – 2021) – Data entry operator
- Rathinam College of arts and science (2021) – Admin cum Telecaller Executive
- Harness Digitech Private Limited Company Coimbatore (2021 – 2023) – HR Executive
- Amazon Warehouse Coimbatore – (2023 – Till) HR Supervisor

Roles and Responsibilities:

- *Understanding manpower requirements
 - *Place job advertisements where it is necessary in association with the recruitment team and send out application forms and job information packs for the potential candidates.
 - *Source candidates that match the desired skills as soon as the requisition arises from the department.
 - *Screening the resume
 - *Conduct preliminary round as per the eligibility criteria
 - *Arrange interview slots and conduct interviews
 - *Co-ordinate with all heads of the department in sourcing the leads
 - *Prepare appointment order for all the selected candidates
 - *Ensure all the candidates are onboarding properly
 - *Attendance Management
 - *Employee Details Management & Maintaining records
 - *Employee Engagement Activities
 - *Petty Cash Management
 - *Payroll Management
 - *Statutory Compliance
 - *Employee Performance Management
 - *Scheduled vs Actual
 - *Attendance Reconciliation (BB & GB)
 - *Maintaining Quips
 - *Separating and Revoking Associates
 - *Finding the In-Active cases
 - *Updating DDD – Daily Deep Dive
 - *Conducting Floor GEMBA
 - *Scheduling Meeting with clients and vendors
 - *Conducting CSR activities
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DECLARATION

I hereby declare that all the information furnished above are true to the best of my knowledge and belief.

(SYED SULTHANA BIBI N)