**Haseeba**

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**Objective**

Seeking role in human resource management or in Project/ program management related positions.

**Professional Summary**

* An experienced professional with around 5yrs of experience in the areas of Human Resource Management and Development. working in Yahoo!, managed and coordinated the technical and HR related training sessions and also managing the operations of the resource centre.
* A keen communicator with strong problem solving, planning, presentation and people management skills.

**Core Competencies**

* Learning and development management
* Planning and Inventory Management
* Procurement and Budgeting of the LnD center
* Good Organization skills
* Proactive and result oriented.
* Coordination skills
* Recruitment and Hiring.
* On boarding process coordination skills for new hires.
* Quick learner, self-starter, and highly motivated.
* Excellent communication and interpersonal skills.
* Flexible in work.
* Detailed oriented and organized.
* Experience of working on various HR related tools – LMS tool, Library tool, HR ticketing tool, Workday and Exit tool.
* Have attended sessions and taken up trainings like communication essential , Effective communication toolkit, Time management and Excel training
* A good team player, open to learn and flexible to adapt.

**Career Highlights**

* Training coordinator ,Resource centre Management **Yahoo! India (Contractor) -** Sept 2008 – April 2014.

**Responsibilities**

* Administer the library tool along with procurement of new books, responding to queries and feedback.
* Compile all paperwork for new recruits
* Assist manager by sending hire emails and initiated desk set up process.   
  Ensure appropriate orientation for all new recruits and maintained standard for same.   
  Maintain records of all new hires and prepared spreadsheets for same.
* Assist in coordinating trainings, Sessions and Resource centre management under Talent and organizational Development Team.
* Coordinating in-house trainings (technical and nontechnical 3-4 trainings a week).
* Organize, manage and set up the requirements for the training.
* Support live classroom setup and all related logistics.
* Maintain the MIS of the training academy.
* Assist in coordinating the new hire employee orientation Program every week.
* Worked on managing and organizing corporate hiring events at Yahoo!
* Assist in New Hire orientation session for the new hires this includes communicating the org values, vision, org structure and company culture to the new employees.
* Maintain the library policies and procedures, and explain the same when needed to the employees and other stakeholder.
* Manage multiple tasks within the time allotted for each project
* Manage all external and internal communications.

**Achievements**

* Single handedly managed the resource centre operations, including procurement, inventory, keeping the material up-to-date.
* Managed medium – large events (up to 100 developers) in Training and Development area.
* Assisted and managed various Virtual and overseas trainings.
* Worked and assisted team members in different HR related Projects.
* Have managed workload of a colleague’s when they were on sickness leaves.
* The feedback forms for workshops and training coordination has been extremely positive.
* Received bravos and recognition awards for my work.
* Identified opportunity to costs by analyzing the impact.
* Maintained Strong vendor relationships.

**Academic Credentials**

* **MBA in Human Resource Management**  – First Division.
* **Bachelor of Commerce (Finance)** from Bangalore University – First Class.

**I T Skills**

* Mastery of Microsoft Office programs (Word, Excel, Power Point, outlook)
* Basic computer knowledge on different OS and programs

**Volunteer and other experiences**

* Planned and promoted 3 fund raising events successfully during my academic period for social causes
* Volunteered as a teacher for a school through an NGO.