

Shaheen Parween

UI & Graphic Designer

To work with a lot of enthusiasm, dynamism and dedication and to serve The organization to the best of my abilities by Seeking a good start in a Global organization, which will enhance my technical and interpersonal Skills adding value both to me and the organization



shaheenparween229@gmail.com

08789537152

Hyderabad, India

WORK EXPERIENCE

Graphic Designer

YVR CONSULTANCY SERVICES P.V.T L.T.D

04/2019 - 07/2019

Hyderabad

Graphic Designer

Qualight IT Solutions Pvt Ltd

07/2019 - 03/2020

Hyderabad

Graphic Designer

Baron techno products.

05/2020 - 08/2021

Hyderabad

HR Assistant II

Amazon Development Center Pvt Ltd.

09/2021 - Present

Hyderabad

Achievements/Tasks

- HRMS data management and support HR process for the APAC region
- Verify data and perform data entry. Look for variances and discrepancies in data for correction.
- Responding to inquiries regarding policies and programs including benefits, attendance and job transfer.
- Respond to document requests including termination agreements, employment verification/visa letters, and reporting requests from HR and Finance.

EDUCATION

B. Tech

Vinoba Bhawe University

06/2015 - 06/2019

Bokaro, Jharkhand

Courses

- B. Tech. (Computer Science)

SKILLS

ADOBE XD

PHOTODSHOP

ILLUSTRATOR

FIGMA

MICROSOFT OFFICE

CANVA

PEOPLE SOFT

PEOPLE PORTAL

ONBASE

QUIP

DATABASE MANAGEMENT

ACHIEVEMENTS

Awarded Customer Obsession Award.

Dazzler performer of the Month

Participated in Ojass'17,Techfest of NIT Jamshedpur

LANGUAGES

ENGLISH

Professional Working Proficiency

HINDI

Native or Bilingual Proficiency

INTERESTS

Designing

Painting

Travelling

Learning new skills