



Shamira.S

Phone
9791953089

Date of Birth
02/06/2000

Address
Flat-A,Plot No 1237,61 Street, TNHB colony,korattur Chennai -600050

OBJECTIVE

As a beginner seeking an entry-level position to begin my career in a high-level professional environment.Utilize My skills and business studies background to the maximum. Work independently as well as part of a team by Using my strong decision making skills and problem solving skills.

SKILLS

- Microsoft Skills
- Communication skills
- Team Management
- Organisational Skills
- Emotional Intelligence

LANGUAGE

- English
- Hindi
- Tamil

INTERESTS

- Writing
- Blogging

CONTACT

✉ shamirasham32@gmail.com

in <https://www.linkedin.com/in/shamira-s-9224341a9>

EXPERIENCE

21/11/2022 - 21/02/2023

Joy Technologies-

Content writer (Intern)

Gained a experience being a Content writer and a creator. Created contents upons various products and uploaded on the respective Websites

01/07/2022 - 31/07/2022

Ambattur Clothing Limited

HR Generalist

Worked as a HR Generalist, Handled Payroll and Recruitment process

EDUCATION

2021-2023

M.G.R University

Human Resource Management/Masters In Business
8.8

2018-2021

Annai Violet College of Arts and Science

Bachelor of Arts/English Literature
9

2016-2018

Bhaktavatsalam Vidyashram CBSE

Bio-Math /Higher secondary
7.9

2016

Bhaktavatsalam Vidyashram CBSE

Secondary Education
8.2

PROJECTS

A study upon Work-life Balance Management

Did a Deep research on the Topic Work-life Balance Management is Necessary is everybody's Lives and stated out with Relative concerns and Solutions upon it.

A study upon the operational features of the organization

Learnt according to the human resource managerial aspects of the organization with the operational Features of a HR

WORKSHOP

Human Resources Skill

CERTIFICATES

HDCA course

Completed Advanced level in Honours Diploma in Computer Application

Tally

Completed and certified With Intermediate Level

DECLARATION

I do hereby declare the truth and authenticity of all the information in my resume.

A stylized, handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Signature:

Shamira.S