

CAREER OBJECTIVE

Seeking a responsible position in the HR department, sharing my 5+ years of experience in end-to-end recruitment and sourcing, performance management and employee engagement framework, along with interpersonal skills and an ability to work across multiple stakeholders to further the growth of the company.

SKILLS**Technical Skills**

*Operating System
MS Office*

Other Skills

- *Good Communications skills.*
- *Can work efficiently in team.*
- *Highly adapted to learn new views and ideas.*
- *Good Organisation and Time Management Skills.*
- *Proven experience as an Administrator, Administrative Assistant or relevant role.*
- *Proven working experience as HR Executive and HR Manager.*

EXPERIENCE**May-2018 - Oct-2019****Admin Officer****Roman Technology**

- *To plan, organize, and administer the activities of office, efficiently.*
- *Admissions office – who manage enrollment marketing, recruiting events, processing of applications, notifications of admission, rejection or deferral.*
- *To implement a plan to supervise students attending courses during the day, in the evening or weekend.*
- *Serving as a point of contact for graduate students enrolled in the program.*
- *Orienting and advising graduate students with respect to program and degree requirements and assist in that selection as necessary.*
- *Hosting certificate events for certificate students.*
- *Managing office and reception area.*

Nov-2019 - Jan-2021**Human Resources Officer (HRO)****Experience in Help Hyderabad NGO as HR**

- *To recommend the budget for department, office, and projects within limitations budget.*
- *Managing the recruitment and selection process.*
- *Prepare and Maintain Payroll and benefits program.*
- *Managing departmental events and Medical Camps.*
- *Being the main point of contact for personnel within the company and external parties.*
- *Bookkeeping, record-keeping or data entry into financial, personnel and legal databases and record.*
- *Oversight of office inventory, including ensuring an adequate supply of consumables, such as stationery or printer ink.*
- *Maintenance and organisation of company records, oversight of company expenses and billing cycles.*
- *Bookkeeping and accountancy qualifications such as those of the Association of Accounting Technicians.*
- *File clerking skills and knowledge of the leading filing systems.*

Mar-2021 - Aug-2023

HR Manager

Experience in Krithika Infra Developers as HR Manager

- *Developing and implementing HR strategies and initiatives aligned with the overall business strategy.*
- *Bridging management and employee relations by addressing demands, grievances or other issues.*
- *Managing the recruitment and selection process.*
- *Assess training needs to apply and monitor training programs.*
- *Issuing the ID cards, Bio-Metrics and filing employee joining process forms.*
- *Maintain the attendance records manually and Bio metric Software.*
- *Prepare and Maintain Payroll and benefits program.*
- *Nurture a positive working environment.*
- *Oversee and manage a performance appraisal system that drives high performance.*
- *Support current and future business needs through the development, engagement, motivation and preservation of human capital.*
- *Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.*
- *Report to management and provide decision support through HR metrics.*
- *Handles investigation and resolution of employee issues, concerns and conflicts.*
- *Sitting in on company meetings with all levels of management.*
- *Implementing employee engagement practices to improve morale.*
- *Speaking with employees about reports they submit to the human resources department.*

EDUCATION

<i>Degree/ Course</i>	<i>Percentage/ CGPA</i>	<i>Year of Passing</i>
<i>M. Com</i>	<i>66 %</i>	<i>2021</i>
<i>Osmania University Distance Education , Osmania University</i>		
<i>B. Com (Computer)</i>	<i>80 %</i>	<i>2018</i>
<i>Govt. College for Women's Begumpet , Osmania University</i>		
<i>CEC</i>	<i>85 %</i>	<i>2015</i>
<i>Sharada Junior College , Board of Intermediate</i>		
<i>SSC</i>	<i>8.2</i>	<i>2013</i>
<i>Amaravathi Grammer High School , SSC Board</i>		

ACHIEVEMENTS

Best Employee Of The Year

STRENGTHS

- *Multi-tasking capabilities and flexible to work*
- *Hardworking and dedicated.*
- *Good Grasping Power as per work Environment*

HOBBIES

Painting, Playing Chess

PERSONAL DETAILS

<i>Address</i>	<i>12-11-367/9 Warasigusda Secunderabad Hyderabad Hyderabad, Telangana, 500061</i>
<i>Date of Birth</i>	<i>18/09/1996</i>
<i>Gender</i>	<i>Female</i>
<i>Nationality</i>	<i>India</i>
<i>Marital Status</i>	<i>Single</i>
<i>Languages Known</i>	<i>English, Hindi, Telugu</i>

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge. I would like to seize this world of opportunity and make it my way of life.

Shaheen Begum