 **CURRICULUM VITAE Page 1/2**

**FATHIMA NAUSHEEN.K**

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**🕿: 00 971 52 46 11 56 3**

**Dubai – U.A.E**

**Visa Validity: Till 27th Dec 2015.**

**CAREER OBJECTIVE**

* To be an astute learner and the best performer in your organization.
* To build an innovative and a successful career in your esteemed organization by using my skills and knowledge.

### Work experience

### HR Recruiter cum Assistant Manager *India*

### *YOGAM BPO* *Aug 2013 to Sept 2015*

### Recruitment:

* Handling Walk-ins.
* Counselling and recruiting freshers for Processes like Clinical Research, Medical Coding, Medical Billing and Medical Transcription whichever suitable as per qualification.
* Recruiting candidates to work for positions like HR executive or Trainer in Yogam BPO.

### Administration:

* Follow up of candidates from their registrations till their placements in our client companies.
* Solving issues associated with students, branches or others if any.
* Maintaining records of Employee Payroll.

### Accounts:

* Handling cash, writing cheques and maintaining accounts.

### Placements:

* Calling and Meeting HRs of Healthcare and Clinical Research companies regarding placements.
* Monitoring and Co-ordinating Campus drives conducted in our branches.

### Career Awareness Program:

* Meeting Placement officer of Colleges to conduct Career awareness programs.
* Conducting Career awareness programs via seminars in Colleges.

### Research Analyst *India*

### *FactEntry Data Solutions Private Limited* *Sept 2012 to July 2013*

### CATS:

* Monitoring Stock Exchanges of various countries like Luxembourg, Johannesburg, Stuttgart, Toronto, Swiss Exchange, Vietnam, Cayman Island, Channel Island, Vienna, Australia, Bolivia, Ireland, Australia, Botswana, Ghana, etc.,
* Analyzing the News, Announcements and Updates of various corporates listed in Stock Exchange on a daily basis.
* Tracking and maintaining the records of Corporate Actions of the corporates listed in the Stock Exchange.
* Mailing concerned information as and whenever demanded by the foreign clients.

### FIDO:

* Maintaining records of each and every information linked to New Bonds that are issued by our clients.

Entity Mapping:

* Saving the link of RSS feeds, News or Announcements, Email Alerts from the entity website.
* Subscribing the Newsletters and Announcements of National and International Companies of clients via IR Sign up.

**ACADEMIC PROFILE**

**C. Abdul Hakeem College of Engineering and Technology**, Anna University *India*

*MBA (HR and Finance)**Jul 2010 to Jun 2012*

**Auxilium College of Arts & Science(Autonomous),** Thiruvalluvar University  *India*

*B.Sc. Jun 2007 to May 2010*

**St. Mary’s Girls’ Higher Secondary School** *India*

*HSC* *Jun 2005 to Mar 2007*

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**Vellore Vallal N. Krishnaswamy Mudaliar (CBSE) School** *India*

*AISSE* *Jun 2004 to Apr 2005*

**Certifications**

* DCA.
* Medical Coding.

**IT Proficiency**

* Tally.ERP 9
* Basic Systems Knowledge including Browsing, Emails.
* Office Automation Software (MS Office).

### PERSONALITY PROFILE

Quick Learner, Active Listener, Team Management, Perfectionist, Dedicative, Multi tasking.

**PROJECT PROFILE**

* A six month project titled “Competency Mapping of employees” in Ultramarine & Pigments ltd, Ranipet, Vellore, Tamil Nadu, India.
* A one month project titled as “Employee Satisfaction” in Bharat Heavy Electricals Limited, Ranipet, Vellore, Tamil Nadu, India.

**Interested Field**

* Human Resources, Recruitments, Operations Management, Compensation, Payroll & leave Management.
* Finance and Accountancy Process, Document controller, Administration.

**PERSONAL DETAILS**

Date of Birth : 27th Jan 1990

Gender : Female.

Marital Status :        Single.

Religion : Islam.

Nationality : Indian.

Passport # : L 9974108

Visa Validity : Till 27th Dec 2015.

Passport Expiry Date : 3rd July, 2024.

Languages Known :   English, Hindi, Urdu & Tamil.

**DECLARATION**

      I hereby solemnly affirm that the particulars furnished above are true to the best of my knowledge.

**FATHIMA NAUSHEEN. K**