### SUMAIYA SHABNUM

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| Bengaluru, INDIA 560083 | isumaiyafahad@gmail.com | 07019533485 |

I am a motivated and hardworking individual exploring career opportunities to work for a reputed firm that helps me with the enhancement of my professional skills. Highly meticulous, diligent, and adaptable individual who meets job demands and deadlines through diligent work ethics and dedication to quality.

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| Experience |

ACADEMIC SPECIALIST, BYJU’S, Bengaluru, Karnataka, INDIA.

November 2021 – October 2023

**Roles and Responsibilities:**

I am an experienced academic specialist with a passion for education and a proven record of developing high-quality educational content. With Certified training in the field of education, I have Over 2 years of experience in teaching and curriculum development.

* Connected students with information and resources to promote academic progress and empowered students to explore new interests.
* Develop engaging and informative content for the science subject that has helped students achieve academic success.
* Conduct online audio and video classes for students of grades 4 to 10 on the learning platform.
* Manage 20–25 batches at a time and maintain a rating of 4.8 out of five.
* Conduct Olympiad sessions, Exam Preparation sessions, and Doubt Resolution Sessions which primarily target the students to get them prepared for National and International Level Competitive Exams.
* Review and audit sessions taken by fellow tutors.
* Conduct PTM (Parent-Teacher meeting) sessions and be part of various other projects such as Olympiad, and Gurukul

HR Recruiter,3 Essential Keys, Bengaluru, Karnataka, INDIA.

August 2019 -September 2020.

**Role and Responsibilities**

* End to End Recruitment for PAN India Location
* Worked for Lateral Requirement
* Majorly worked for Chennai, Bengaluru, Hyderabad, and Noida Locations.
* Connecting with the Clients and Understanding their Requirements.
* Scheduled Walk-In drives.
* Initial Screening of Candidates and sharing profiles with the Client.
* Sourcing candidate’s profile from Job portal also Job posting the requirements (Naukri and Monster)
* Engaging with Clients for Interview Scheduling and Receiving feedback
* Initiating Background Verification of Candidates
* Continue follow-up with the candidate till their joining.
* Arranging Accommodations and Travel for New Joiners
* Worked for several Clients such as Mphasis, EVRY, and a few others.
* Built networks to identify and reach top quality candidates for different industries.
* Coordinated job fairs and in-house recruitment events to reach target candidates.
* Negotiated contract details, maintaining confidentiality and impartiality throughout.
* Used outstanding communication and networking abilities to develop and maintain key industry partnerships.
* Consulted with clients on job specifications to understand hiring goals and recommend most suitable candidates.
* Offered excellent customer care to clients to increase chances of future collaboration.

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| Skills |

* Technology Proficiency
* Communication Skills
* Organization Skills
* Presentations
* Team Work
* Training and Development
* HR Strategy
* Recruiting
* Data Analysis
* Collaborative Problem Solving
* Time Management
* Student Engagement
* Subject Expertise
* Student progress analysis
* Interactive teaching/learning
* Online tutoring
* Creative strategies

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| Education |

Bachelor of Science in Microbiology, Genetics, Biochemistry.

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| Rewards and Recognition |

* **HR Recruiter of The Year**

   Awarded for my dedicated work, for hiring most suitable employees for new job positions in organization and to retain them tactfully.

* **Pinnacle Award**

A testament to my hard work, dedication, and passion for Teaching and Learning.

* **Steller performer of the week**

Based on weekly ratings and performance, awarded several times during my tenure here at BYJU’S.

* **Heavy Work Lifter**

Awarded for my unrelenting hard work, continues engagement, punctuality, and commitment.

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| Declaration |

I hereby declare that the information furnished above is true to the best of my knowledge and I promise to serve your organization to the best of my ability.

Thanking you