



PERSONAL DATA

Citizenship: Indian
Date of birth: November 17, 1996
Gender: Female
Religion: Islam
Availability: Immediately

PASSPORT DETAILS

- **Passport No:** R7139733
- **Date of issue:** 27-12-2017
- **Date of Expiry:** 26-12-27
- **Visa Status:** Visit Visa

CONTACT

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ADDRESS:
AL Nahda, Dubai

EXPERIENCE SUMMARY:

2+ Years experience
as HR executive at Spirit-lvl-design's.

QUZEAMA

HR EXECUTIVE / PRO

CAREER OBJECTIVE

"As a passionate B. Com graduate currently pursuing an MBA in HR, my goal is to secure a position within a growth-oriented company. I aim to leverage my robust organizational and technical skills to contribute to the company's success. I am actively seeking a challenging and innovative role in a firm that will allow me to maximize opportunities to apply my skill set and knowledge. I aspire to utilize my capabilities in the most effective manner, enriching my skills while contributing to the development of the firm I work with."

ACADEMIC BACKGROUND

MBA - HR (2nd year pursuing)

B. Com (Bachelors of commerce)
Davangere University 2019

PUC
Pre-University Board 2015

SSLC
KSEAB Board, 2013

SUMMARY OF SKILLS

- Ability to work with minimum supervision.
- A dedicated and drive as a hard-working individual.
- Ability to operate all equipment necessary to perform the job.
- Exceptional versatility and adaptability
- Ability to manage multiple tasks in a pressured environment.
- Leadership skill
- Ability To maintain good Interpersonal relation
- Well-disciplined and self-motivated.

EXPERIENCE

HR EXECUTIVE - (November 2019 – August 2023)
A S Unique Human Resource EXECUTIVE, Bangalore, India.

Performed HR works:

PROJECT WORK:

- A study on Recruitment and selection process at micon engineers (HUBLI) private limited.

COMPUTER SKILLS:

- Microsoft Office
- Power Point
- Excel

LANGUAGES:

- Urdu
- English
- Kannada
- Hindi

- Recruitment, Prepares HR Correspondence, Internal Job Offer.
- Prepares Leave Salaries.
- Maintain and updating employee files.
- Maintain and monitor company files, contract, and documents expiration.
- Handling addition and deletion of employee medical insurance.
- Performed general office duties and administrative tasks.
- Perform admin works/front desk work.
- Developing HR policies & procedure and ensure implementation.
- Resolving benefits –related issues

Project work:

A study on Recruitment and selection process at Micon engineers (HUBLI) private limited

➤ **Overview: 1. Recruitment and Selection Processes:**

- Recruitment and selection processes are vital in any organization.
- They help identify the most suitable candidates for available positions.
- Their purpose is to align employees' strengths with the organization's goals.

2. Components of Recruitment and Selection:

- The process includes screening, sourcing, shortlisting, and selecting candidates.

3. Purpose of Research Paper:

- The primary aim of this research paper is to explore recruitment and selection procedures.

4. Key Areas of Focus:

- Significance of recruitment and selection.
- Job posting strategies.
- Various recruitment and selection methods.
- Types of interviews conducted.

5. Selection Process:

- Selection is about identifying the most suitable candidate for a specific Job.
- Selecting the right candidates for the appropriate positions helps the organization achieve its goals.

6. Qualifications and Skills:

- It's crucial to ensure that selected employees possess the necessary qualifications, skills, and abilities to perform their job duties effectively.

7. Keywords:

- Keywords relevant to the content include Recruitment, Selection, Candidates, Organizations, Jobs, Factors, and Interviews.

I hereby certify that the above given information is true and correct to the best of my knowledge and belief.