

FATEMA SAYED

PROFILE An accomplished management professional with close to 10 months experience in Human Resources. Possesses excellent oral and written communication skills, relishes challenges and meets tight deadlines. Currently fulfill niche as well as generic talent requirements of the Learning and Development Team at Axis bank. Collaborated with multisite teams to achieve standards of excellence at olx social media campaign. . Seeking to bring immediate and strategic business value, and to further explore the field of Human Resources.

EXPERIENCE Intern, Learning and Development, Axis Bank Mumbai.

July 2017 – Present

- **Developing and Facilitating learning content for the employees**
To avail learning content from the trainer in the form of PDF file and upload the same on Axis's learning web portal in order to make sure the content is available to all the employees. A mailer is to be sent to inform employees about the available course on the leaning site. To keep a track of employees who have completed the course.
- **Managing Projects**
ALA (Axis Learning Achievers) is an Axis learning initiative where there are trainers selected pan India to train the subordinate Axis employees. Some of my Responsibilities:-
Sending Invites to enroll for this program.
Make sure people who have enrolled, attend the interview.
Keep a track of all the ALAs who has been qualified and allot them with suitable clusters.
Maintaining database of who has completed how many training and covered which clusters.
Sending invites to the respective clusters to send participants.
Making the Leadership Dashboard for the same.
- **Sending invitation mails**
Looking into another Axis initiative called ACELERATE which is another training program for the employees of Axis Bank. Key responsibility was to send invitation mails to all the circles.
- **Data management**
Looking into MIS.
Maintaining data of the overall employees who have recently joined, eligible for training, number of trainings completed.
- **Solving web portal queries**
LMS is an Axis's leaning web portal where one is suppose to avail their tagged courses.

Key duties:-

Tagging employees to courses

Resetting their passwords

Solving online queries.

- **Joining Formalities**
Handling documentation like resume with interview evaluation, photocopy of educational certificates, relieving cum experience letter proof of birth, proof of earlier salary drawn (last 3 months).

Replica Pvt Ltd. :- Branding and Marketing Strategies

August 2016

EzziDeals Ltd.: -Data entry and book keeping

April 2016

OLX :- Social media marketing

December 2015

PROJECTS

- **HUMAN RESOURCES INTERN, AXIS BANK, MUMBAI.**
- End to end training co-ordination.
- Training feedback analysis.
- Data management.
- Resolving lms queries on E-Learning module.
- **SOCIAL MEDIA, INTERN, OLX, MUMBAI.**
- Making memes
- Making videos for youtube, facebook, instgram, etc.
- App Referrals.

EDUCATION BACHELOR OF MANAGEMENT STUDIES

Jai Hind College of Arts & Commerce

March 2017

- **Grade:- A**
- **Percentage:- 75%**
- **Public Relations (HOD) :- At Jai Hind's BMS initiative**
- **Received Certificate for participating in quiz competition.**

JUNIOR COLLEGE

K.C.COLLEGE

March 2014

- **Grade:- A**
- **Percentage:- 79%**
- **Certificate for participating in IIMUN (Indian International Model United Nations).**
- **Certificate of appreciation for participating KCMUN (Kishanchand Chellaram Model United Nations).**

ADDITIONAL INFORMATION **Date of Birth:** 9 August 1996
Age: 21
Languages Known: ENGLISH , HINDI