

# HABIN HAMZA

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## Personal Profile

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Results-driven HR Executive with over a year of dedicated experience in human resources management. Known for my ability to foster a positive workplace culture and build strong relationships with employees at all levels. Adept at implementing HR strategies that align with organizational goals, resulting in improved employee retention and performance. Skilled in employee development, and conflict resolution. Committed to staying updated on HR trends and best practices to drive continuous improvement in HR processes. Seeking to leverage my expertise to contribute to a forward-thinking organization's success in cultivating a motivated and productive workforce

**Keywords:** HR | SAP | Employee relations | HR policies and procedures | HRSS

## WORK EXPERIENCE

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### Wipro Limited, Wipro Technologies, Kochi

*HR Executive*

*Jan 2022– Apr 2023*

- Achieved a 20% increase in employee satisfaction by resolving conflicts and promoting open dialogue, fostering a harmonious work environment for a team of 50+ members.
- Ensured 100% compliance with HR policies and procedures, mitigating risks and maintaining consistency across all departments.
- Contributed to a 15% improvement in employee engagement through the development and implementation of targeted HR programs aimed at boosting productivity.
- Maintained accurate and confidential records for 200+ employees, ensuring compliance with data privacy regulations and company standards.
- Collaborated across departments to execute HR initiatives, resulting in a 25% enhancement in workplace culture and collaboration within a diverse, cross-functional team environment.

### Chaithanya Granites & Marbles

*Sales Executive*

*Dec 2020 – Feb 2021*

- Secured 15% new business growth by presenting tailored product offerings, negotiating contracts, and addressing client needs.
- Achieved 95% customer satisfaction by resolving inquiries and issues promptly, delivering excellent service.
- Amplified product visibility by collaborating on marketing strategies, resulting in a 20% increase in product awareness.

### Avodha

*Product Specialist*

*Sep 2020 – Nov 2020*

- Achieved a 20% increase in course enrollments by articulating the benefits and career prospects of the company's programs to prospective students.
- Tailored individualized training plans for 50+ students, aligning curriculum with their career objectives, resulting in a 95% satisfaction rate.

- Streamlined communication and issue resolution as a liaison between 200+ students and the organization, fostering a positive learning environment and resolving concerns promptly.

## EDUCATION

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### **Kerala Technological University**

2015-2019

Bachelor of Technology, Mechanical Engineering; CGPA: 6.47  
Muthoot Institute of Technology and Science, Ernakulam

### **Kerala State Board**

2013-2015

Higher Secondary  
Model Technical Higher Secondary School, Ernakulam

### **Central Board of Secondary Education**

2013

SSLC ; CGPA : 9.4  
Navy Children School, Ernakulam

## INTERNSHIP

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Kochi Metro Rail Limited Kamco, Athani, Kerala

## CERTIFICATION

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Completed The Fundamentals of Digital Marketing from Google

## SKILLS

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**Technical:** C++, AutoCAD, CATIA, HyperMesh, SAP, ServiceNow

**Personal:** Teamwork, Communication, Positive, Focussed, Optimistic

**Languages:** Fluent in English; Conversational Proficiency in English, Malayalam and Hindi