

# SIMILIYA BEEGUM L

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🇮🇳 Indian

📍 Liyakath Manzil, Vettipuram, Pathanamthitta



## Profile

Results driven and motivated individual offering the MBA (Master of Business Administration) degree possessing excellent communication and time management skills with strong attention to detail and fast paced team player seeking a job within a company which offers flexibility and opportunity to grow both personally and professionally.

## Work Experience

### HR TRAINEE

#### NDZ Solutions Pvt. Ltd

📅 04/2022 - 06/2022 📍 Infopark, Kochi

- Filtrations of applicants, approving or rejecting them by reviewing CVs of candidates.
- Contacting candidates for arranging orientations or semi-formal interviews with managers.
- Checking and reviewing candidate's information for managers.
- Following up websites to update current and new vacancies.
- Updating details with regard to their employee status, date of joining, leaves, insurance, etc.
- Conducted employee engagement program (NDZ Connect).

### HR TRAINEE

#### Eastern Condiments Pvt. Ltd

📅 12/2019 - 12/2019 📍 Kochi

- Maintain onboarding details of employees
- Update payroll records by entering changes in exemptions, insurance coverage, job title and department transfers.
- Perform general office duties such as entering data and sorting mail.
- Add new material to file records or create new records as necessary

## Education

### MASTER OF BUSINESS ADMINISTRATION

#### MG University

📅 09/2020 - 11/2022 📍 Kottayam, India

Acquired an aggregate SGPA of 6.98/10.  
Specialized in Human Resource (major) and Finance (minor).

### BACHELOR OF BUSINESS ADMINISTRATION

#### Saintgits College of Applied Sciences

📅 06/2017 - 03/2020 📍 Kottayam, India

Acquired an aggregate CGPA of 8.13/10.

### SECONDARY EDUCATION | ISC & ICSE

#### Seventh Day Adventist English Medium School

📍 Pathanamthitta, India

Acquired 74% in 12th and 89% in 10th.

Skills

LANGUAGES

English Professional	Malayalam Native	Tamil Limited
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SOFTWARE SKILLS

MS Office ● ● ● ● ● ○	Power BI ● ● ● ○ ○
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SOFT SKILLS

Communication ● ● ● ● ●	Multitasking ● ● ● ● ○	Teamwork ● ● ● ● ●
Organizational ● ● ● ● ● ○	Problem solving ● ● ● ● ● ○	Time Management ● ● ● ● ● ●
Flexible ● ● ● ● ● ●		

Academic Projects

A study on Quality of Work Life to improve employee motivation and organizational commitment with special reference to **NDZ Solutions Pvt. Ltd., Infopark, Kochi.**  
Organization centered study in **Asian Paints Ltd.**  
A study on employee retention strategies to reduce employee turnover with special reference to **Eastern Condiments Pvt. Ltd., Edapally, Kochi.**  
A comparative study on employee satisfaction in **Coir industry** with special reference to three companies in Alappuzha

Certificates

Business Analytics using Power BI  
Job Skills Enhancement Training Program by RGNIYD  
Barclays Life Skill Program by GTT foundation  
Fundamentals of Digital Marketing

Acheivements

Leader of HR Club in college  
Associate leader of BBA department.  
Co-ordinated "Best Management Team" event in intercollegiate fest.  
Team leader for project works.  
Volunteered for various college fests and events in UG as well as PG programs.  
Participated actively in various cultural events at school and college level.  
Class prefect in school.