



8590437789



FATHIMA IFRA

fathimaifra233@gmail.com



HR EXECUTIVE

KANNUR,KERALA



linkedin.com/in/fathima-ifra-18a965262

SUMMARY

Recent MBA graduate eager to apply knowledge and skills in a global HR role. Strong foundation in talent management and leadership development. Excited to learn and grow with a dynamic organization, contributing to inclusive cultures and sustainable growth. Proficient in data analysis and insights, with excellent communication and collaboration skills.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION IN INTERNATIONAL BUSINESS

CENTRAL UNIVERSITY OF PONDICHERRY |
DEC 2022-MAY 2024

- SPECIALISATION IN HUMAN RESOURCE

BACHELOR OF SCIENCE IN CHEMISTRY

KANNUR UNIVERSITY | JUN 2019-MAR 2022

HIGHER SECONDARY EDUCATION

STATE BOARD OF HIGHER SECONDARY EDUCATION
OF KERALA | JUN 2017-MAR 2019

SKILLS

- Language proficiency
- Problem solving
- Critical thinking
- Leadership
- Computer literacy
- MS Excel, Powerpoint, Word
- Cross cultural collaboration
- Strategic business planning

CERTIFICATIONS

- DIPLOMA IN COMPUTER APPLICATIONS

- DIPLOMA IN BUSINESS

COMMUNICATION

SKILLS

- MS EXCEL ESSENTIALS
- STRATEGIC HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
- VOLUNTEER:NATIONAL SERVICE SCHEME

PROFESSIONAL EXPERIENCE

LULU INTERNATIONAL SHOPPING MALLS PVT LTD, KOZHIKODE, KERALA

- Currently working as an HR intern.

EATON POWER QUALITY PRIVATE LIMITED, SEDARAPET, PUDUCHERRY

- Worked as an HR INTERN.
- Assisted with recruitment efforts, including scheduling interviews and conducting Phone screens
- Developed and implemented employee engagement initiatives
- Maintained accurate and up-to-date employee records
- Submitted project report on HR related topic.

MOHANAM VILLAGE HERITAGE CENTRE,AUROVILLE, PONDICHERRY

- Worked as an HR INTERN.
- Facilitated onboarding processes to support new hires.
- Managed employee records with accuracy and confidentiality.
- Organized and coordinated engaging activities to foster employee involvement.
- Initiated contact with prospective sponsors and contributed to securing sponsorships for diverse initiatives.

LANGUAGES

- ENGLISH
- MALAYALAM
- HINDI
- ARABIC
- TAMIL