



# FATHIMA IFRA

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HR EXECUTIVE

KANNUR, KERALA

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## 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 MALS 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