

FADHIYA PS

Hr Executive

To work in a progressive organization where i can enhance my skills and learnings to contribute to the success of the organization while ensuring growth in personal career.

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Pukkattil

(H),Patteripuram,

Aluva PO-683101

Work Experience



Buzzworks Business Services pvt ltd

17/7/2023 - Till date

HR Executive

- Provide administrative assistance for the effective functioning of activities at HR.
- Coordinates with various departmental teams to ensure a smooth transition.
- Verification and review of documents submitted by staff and uploading on priority.
- Monitoring and managing the medical clearance status, occupational health and safety details of staff members, and consistently updating them to ensure the recruitment process progresses smoothly and promptly.
- Processing and managing data and reassigning it to the concerned teams.



Reliance Jio Infocomm Limited

1/4/2023 - 1/6/2023

HR intern



Renai Medicity Multi Super Speciality Hospital

15/6/2022 - 16/7/2022

HR intern

Education History



Master of Arts in Human Resource Management

MAHRM 2021-2023 (75%)



Bachelor of Business Administration

BBA 2018-2021 (64%)



XII Commerce Computer Application (81.4%)



X CBSE (83.6%)

Skills

- Artistic mind
- Team player
- Good listener
- communication skill
- Quick learner

Achievements

- Running a small online business "teencraft2020"
- NIPM student member.
- Workshop on advance Microsoft Excel.