



# HUSSAN P

## HUMAN RESOURCE

### ABOUT ME

Skilled Human Resources Generalist with certification and expertise in managing all aspects of HR. I specialize in recruiting, payroll, benefits, compensation, employee relations, and overall employee management. I am dedicated to creating a positive work environment and contributing to the organization's success through effective HR practices.

### PERSONAL DETAILS

MOBILE NUMBER : +91 9061870871

Email ID : ashikhussan17@gmail.com  
Address : Malappuram , Kerala  
Nationality : Indian  
DOB : 28/03/2001  
Gender : Male  
Status : Single

### SOFTWARE PROFICIENCY

- MICROSOFT EXCEL
- MICROSOFT POWER POINT
- MICROSOFT WORD
- MICROSOFT OFFICE

### LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

### CAREER OBJECTIVE

As a recent graduate and a certified HR professional through the CGHR program, I am poised to kickstart my career in Human Resources with a strong foundation in industry-relevant practices. My academic achievements, coupled with practical insights gained from internships, have honed my skills in recruitment, employee relations, and HR administration. I am eager to leverage my CGHR certification and bring a fresh perspective to contribute effectively to talent acquisition, employee engagement, and overall HR operations

### KEY SKILLS

- Ability to Work in a Team
- Communication Skills
- Payroll Management
- Recruitment & Selection
- Employee Engagement
- Employee Relations
- Performance Appraisal
- Statutory Compliance
- Analytical and Problem-Solving skills

### ACADEMIC CREDENTIALS

**Master Of Business Administration (pursuing)**  
IGNOU Central University New Delhi, India

**Certified Generalist In Human Resource (2024)**  
Wissen International HR Academy, Kochi

**B.A. ENGLISH & LITERATURE**  
Calicut University

### Work Experience

**4 Month HR internship at Trainxel job placement consultancy**

- Managing job posting.
- Sourcing and calling candidates.
- screening and contacting.
- coordinating interviews and schedule interview.
- Assist in End to End recruitment process.
- Assist in Payroll calculations

### OFFICE BOY

**ITC LTD Kochi, (Kerala Branch)**  
October 2023 March 2024

### certificate

Human Resource Skills Workshop  
TAREEQA GLOBAL SOLUTION PVT. LTD.