



REESHA SAMAD

CONTACT

📞 8547875928
✉ reeshasamad1998@gmail.com
📍 Thoombayil House
Marampally Po Kunnuvazhy
🖱 <https://www.linkedin.com/in/reesha-samad-559a1b1b2>

PERSONAL DETAILS

Gender: Female
Date of Birth: 11 January 1998
Nationality: Indian
Marital Status: Single

SKILLS

- Presentation skills
- Communication Skills
- Team Work
- Time Management
- MS Office
- MS Word
- MS Excel

LANGUAGES

English
Hindi
Malayalam

PROFILE

Results-oriented HR Executive with experience in the education sector. Proven ability to manage time effectively and prioritize tasks in a fast-paced environment. Well-versed in developing recruitment strategies, interviewing and testing candidates, designing training programs. Brings excellent analytical and problem-solving skills, thought leadership ability, and a track record of hiring and developing high-performing talent.

WORK EXPERIENCE

HR Executive

Ignite Skill Academy, Ernakulam
31 august 2023- Present

Recruitment

Recruitment roles involve sourcing and screening candidates, coordinating interviews, managing job postings, collaborating with hiring managers, extending job offers, and ensuring a smooth onboarding process to attract and retain top talent.

Internship Coordination

Tracks student internships across multiple organizations, ensures placements align with students' needs, monitors progress, and provides support to enhance the educational and professional development experience.

Administration

EDUCATION

M.A Human Resources Management 2021 -2023
MES College Marampally
MG University Kottayam
Completed

B.A English Literature Communication and Journalism (triple main) 2017-2020
MES College Marampally
MG University Kottayam

Computer Science 2015-2017
Nirmala Higher Secondary School

Matriculation 2015
Christava Mahilalayam Girls Higher Secondary School

CORE COMPETENCIES

Ability to work under pressure
Employee Relation
People Management
Organization Development
Adaptability and Quick learner
Resume Screening

INTERNSHIP

Indus Motors Co.Pvt.Ltd
1 April 2023-31May 2023
Role in HR department
Manage their employee details to HRMS Software

Indira Gandhi Cooperative Hospital Kadavanthara
4 May 2022-12 July 2022
Role in HR department
Employer Employee relationship

Larcks life Link(OPC)Pvt.Ltd
9 July 2020-7 December 2020
English Content Writing

Veekshanam Printing and Publishing
1November 2019-30 November 2019
News bureau and feature section of the newspaper

ADD ON COURSE

Human Resource Information System

ACHIEVEMENT

Employability Skill Program conducted by Mahindra Pride Classroom,Naandi Foundation
The All India Essay Writing Event 2014 organised by SRCM,UNIC