

# THEHELIYA NAZNIN A

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## Professional summary

Motivated and results-oriented MBA graduate with a specialization in Human Resources and Finance. Demonstrates strong analytical skills and a comprehensive understanding of business operations. Experienced in managing projects, financial analysis, and optimizing HR processes through internships. Adept at leveraging a multifaceted skill set to drive organizational growth and foster a collaborative work environment. Eager to apply academic knowledge and practical experience to contribute effectively to a dynamic team in a challenging business environment.

## Work history

HR intern FRONTLINE LOGISTICS CO

05/2023-06/2023

WLL

- Assisted in the recruitment process, including screening resumes, scheduling interviews, and conducting initial phone interviews that resulted in increase new hires Supported onboarding process.
- Efficiently managed data entry tasks, Assisted in the organization and filing of employee records, including contracts, personal information.
- Developed and prepared a comprehensive questionnaire aimed at gauging employee satisfaction and engagement levels within the organization. Conducted the survey across various departments, collecting valuable feedback to inform HR policies and initiatives.
- Analyzed the collected survey data to identify trends and areas of concern regarding employee satisfaction.

## Leadership Experience

Assistant coordinator – Kuttippuram , India

- coordinated MESMERIZE 2023 national level management fest of MES engineering college.

## Education

- MBA in HR& FINANCE
- MES college of engineering kuttipuram - APJ Abdul Kalam technical University
- Bachelor's of commerce
- Ansar women's college- Calicut University

2022-2024

2019-2022

## Certification

- NPTEL-Human behaviour
- COURSERA- Human resource analytics
- GREAT LEARNING- Project management
- GREAT LEARNING - Introduction to management

## Projects

- A STUDY ON THE EFFECTIVENESS OF ORGANISATIONAL CULTURE ON EMPLOYEE PERFORMANCE WITH REFERENCE OF TURBOLUX PAINTS PVT LTD
- A STUDY ON THE EFFECTIVENESS OF EMPLOYEE SATISFACTION AT WORKPLACE WITH REFERENCE OF FRONTLINE LOGISTICS

## Skills

- |                         |                     |
|-------------------------|---------------------|
| • Microsoft excel       | • leadership skills |
| • Microsoft power point | • Active listening  |
| • Critical thinking     | • Adaptability      |
| • Problem solving       | • Teamwork          |
| • Priority setting      | • Time management   |
| • Decision making       |                     |

## Languages

English

Upper intermediate

Malayalam:

Native