

RISHANA SHERIN IBRAHIM

+917306275061

Rishanasherin100@gmail.com

Rishana-sherin-ibrahim

PROFESSIONAL SUMMARY

As an HR Intern at HDFC Life, I gained experience in recruitment, onboarding new hires, employee engagement and many more. I demonstrated my ability to solve problems and offer fresh perspectives while maintaining a positive attitude. I possess strong communication skills and keen attention to detail. I'm proficient in MS Word, Power Point, and MS Office.

SKILLS

Good at Public Speaking

Communication Skills

Leadership Skills

Open Minded

Objective Decision Making

Problem Solving Ability

Adaptability

Self Confidence

MS Word, Power Point, and MS Excel

Positive Attitude

Quick Learner

EXPERIENCE

28 April, 2023 – 28 June, 2023

HR Intern | HDFC Life | Kochi

- Assisted in sourcing, interview and recruitment process
- Took part in discussions to implement strategies to improve performance and efficiency
- Assisted in employee engagement, employee documentation and onboarding new hires
- Assisted in team building, stress relief activities and also organized employee recognition programs
- Detailed about HR policies and laws
- ATS
- Performance Appraisal
- Assisted in Orientation, Training and Development sessions
- Conducted a study to improve and eliminate weak points and bottlenecks in the recruitment process

EDUCATION

Nov 2022 – June 2024

Master's in Business Administration | HR | Marketing | Central University of Kerala

June 2019 – March 2022

Bachelor of Commerce | Finance | University of Calicut

April 2005 – March 2019

KG – 12th Grade | Sharjah Indian School | Sharjah | UAE

CERTIFICATIONS

- Management Information System | IIT Kharagpur
- Emerging Trends in Banking

POSITIONS HELD

- National Level Management Fest Student Coordinator
- Student's Council Member (2022 – 2023)
- Department Placement Cell Student Coordinator (2022 – 2024)
- Volunteered Smile Fix Foundation (NGO)

ACHIEVEMENTS

- Secured 1st prize in Business Pitch Workshop conducted by IEDC
- Secured 1st prize as Best HR Team in a National Level Management Fest
- Secured 3rd prize in University Elocution Competition

LANGUAGES KNOWN

- English
- Malayalam