

# 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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**(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.