



SHAHANA T

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08/05/1999

## OBJECTIVE

A fresher recruiter is responsible for finding and attracting top talent for entry-level positions in a company. Their primary focus is on identifying and hiring recent graduates or individuals with little to no work experience.

## SKILLS

- Excellent communication skill
- Strong networking
- Ability to evaluate potential
- Knowledge of recruitment software

## LANGUAGE

- English
- Malayalam

## EXPERIENCE

- 2021 Ignite Skill Academy - HR Recruiter**  
•Sourcing candidates •Screening resumes and applications.  
•Conducting interviews and assessments. •Coordinating with hiring managers. •Extending job offers. •Providing orientations.
- 2022 Edelweiss Wealth Management - Wealth Manager**  
•Identify,develop, and manage client relationships deliver a suite services and products catered to the clients requirements  
•Negotiate & structure transaction proposals that cater to the client requirements and meet their boarder investment objectives •Leverage the integrated Edelweiss platform, establish synergies to scope opportunities continuously for clients
- 2023 Tata Capital Housing Finance LTD - Support Coordinator**  
•Supporting Relationship executives •Verifying customer details accuracy •Keeping organized sales records •Coordinating Files  
•Documentations •File disbursment

## EDUCATION

- 2015 CH Muhammed Koya Memorial Higher Secondary School**  
Class X
- 2017 CH Muhammed Koya Memorial Higher Secondary School**  
Class XII
- 2020 Mahatma Gandhi College Iritty ( Kannur University)**  
BBA
- 2022 Pondicherry Central University**  
MBA ( HR & FINANCE)

## PROJECTS

### FIELD BASED ENTREPRENEURSHIP PROJECT AT E- PLANET

STUDY ON SATISFACTION OF SALARIED CLASS WITH RESPECT TO USE OF E- PAYMENT SERVICES

THE STUDY OF EMPLOYEES WORK LIFE BALANCE IN CRUST 'N' CRUMB FOOD INGREDIENTS PVT LTD

## REFERENCE

**Abey Mathew - Area Sales Manager**  
Edelweiss Wealth Management  
8129592247

## ACHIEVEMENTS & AWARDS

BEST HR INTERN FOR THE MONTH  
ACHIEVING NCA TARGET ON MAHA LOGIN DAY

## TRAINING AND CERTIFICATIONS

HR INTERN Crust 'n' Crumb Food Ingredients Pvt Ltd  
SOCIAL MEDIA MARKETING INTERN AT WOMENITE  
FUND RAISING INTERN AT TARE ZAMEEN FOUNDATION