

FATHIMATHUL REEHA

HR Administrator

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📍 NAFS Kannur 670671 Kerala India

Results-driven HR professional with a strong understanding of HR principles and practices. Skilled in recruitment, onboarding, employee engagement activities and training sessions, Maintain employee records and HR databases. Seeking a challenging HR role to leverage my skills and drive business growth and employee success.

Experience

● HR Trainee SRV Infotech PVT, Kannur

Aug 2024-
Sept 2024

- Sourcing candidates from various platforms
- Develop and maintain relationship with potential candidates
- Schedule and coordinate in person interview with hiring manager
- Independently prepared and send rejection E-mail to candidates
- Helped organize employee engagement activities and events.

● HR Intern Aspire Jazp Technology PVT, Kannur

Oct 2023-
May 2024

- Managed a single office location, overseeing all HR function
- Sourced and screened candidates through job postings, resume analysis and phone screens
- Conducted reference checks and coordinated new hire orientation
- Maintained accurate employee records and updated internal databases
- Monitored attendance and identified areas for improvement
- Designed and delivered training programs to enhance employee skills
- Organized team-building activities to foster a positive work environment

Education

- **Edwin Academy Jul2023 - Oct 2023**
Certified Program in HR Management
- **Kannur University Jun 2020 - Mar 2023**
Bachelor of Commerce Co operation
- **Sacred Heart Girls HSS Jun 2018 - Mar 2020**
Higher Secondary Education

Skills

- Recruitment Software
- Human Resource Management System
- MS Office
- Performance management
- E-mail Management
- Training and Development
- Recruitment and Hiring
- Communication
- Compensation and Benefits
- Onboarding and Orientation