



HUSSAN P

HUMAN RESOURCE

ABOUT ME

Skilled Human Resources Generalist with certification and expertise in managing all aspects of HR. I specialize in recruiting, payroll, benefits, compensation, employee relations, and overall employee management. I am dedicated to creating a positive work environment and contributing to the organization's success through effective HR practices.

PERSONAL DETAILS

MOBILE NUMBER : +91 9061870871

Email ID : ashikhussan17@gmail.com

Address : Malappuram , Kerala

Nationality : Indian

DOB : 28/03/2001

Gender : Male

Status : Single

SOFTWARE PROFICIENCY

- MICROSOFT EXCEL
- MICROSOFT POWER POINT
- MICROSOFT WORD
- MICROSOFT OFFICE

LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

CAREER OBJECTIVE

As a recent graduate and a certified HR professional through the CGHR program, I am poised to kickstart my career in Human Resources with a strong foundation in industry-relevant practices. My academic achievements, coupled with practical insights gained from internships, have honed my skills in recruitment, employee relations, and HR administration. I am eager to leverage my CGHR certification and bring a fresh perspective to contribute effectively to talent acquisition, employee engagement, and overall HR operations

KEY SKILLS

- Ability to Work in a Team
- Communication Skills
- Payroll Management
- Recruitment & Selection
- Employee Engagement
- Employee Relations
- Performance Appraisal
- Statutory Compliance
- Analytical and Problem-Solving skills

ACADEMIC CREDENTIALS

Master Of Business Administration (pursuing)
IGNOU Central University New Delhi, India

Certified Generalist In Human Resource (2024)
Wissen International HR Academy, Kochi

B.A. ENGLISH & LITERATURE
Calicut University

Work Experience

4 Month HR internship at Trainxel job placement consultancy

- Managing job posting.
- Sourcing and calling candidates.
- screening and contacting.
- coordinating interviews and schedule interview.
- Assist in End to End recruitment process.
- Assist in Payroll calculations

OFFICE BOY

ITC LTD Kochi, (Kerala Branch)
October 2023 March 2024

certificate

Human Resource Skills Workshop
TAREEQA GLOBAL SOLUTION PVT. LTD.