**Curriculum Vitae**

**Miss. ABIDA SULTANA**

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**Objectives:**

A career in the field of HUMAN RESOURCES PROFESSIONAL over 2+ years in a

Fast-faced / proactive environment that leverages my experience and capabilities and gives me

an opportunity Non IT & IT Industry for further advancement and growth with progressive,

motivating and growth-oriented organization of International standard and Repute that values

team work, integrity and creativity.

**Technical Expertise:**

* Good understanding of the recruitment process and good knowledge of recruitment life cycle.
* Good understanding and ability to screen resumes and understand the requirement.
* Effectively discuss technologies with the candidate and identify the right position for the candidate’s profile.
* Accountable for over all HR activities for a work force of 150 to 200 employees.
* Closing the leads to admission as soon as possible.
* Assisting the company in its administrative work for the growth of both organization and self.
* General administration, Co-ordination skills, Manpower Management.
* To work with the HR team to support defined business areas, in entry level generalist areas of employee relations.
* Ensure that all employee personal data is managed within legal guidelines, diplomacy and with discretion.
* Support the administrative activities pertinent to ‘Event staffing’.
* Co-ordination of monthly payroll close activities – collating, logging and forwarding all relevant payroll hard and soft copy data
* Administer starters and leavers
* Excellent Reading, Writing and speaking knowledge of English, Hindi, and Kannada.

**Qualification:**

**EDUCATIONAL CREDENTIALS:**

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| --- | --- | --- |
| **Course** | **University** | **Percentage** |
| SSLC | Secondary Board | 73% |
| PUC | State Board | 69% |
| BBM | Bangalore University | 62.5% |
| MBA | Annamalai University | 65% |

* MBA HRM (Annamalai University) 2012.

**Projects in MBA:**

**A study on “the training and development process in Cosmo instruments India Pvt. ltd”**

* BBM in Maharani’s Women College, Bangalore University – 2008.
* 12th/PUC II in New Vani Vilas College, Bangalore – 2005.
* 10th / SSLC in Lilly Rose English School, Bangalore – 2003.

**Technical skills:**

* MS Word, MS-excel, PowerPoint & Tally 9 and internet.

**PROFESSIONAL SUMMARY:**

* Senior HR Executive (Core HR) @ Pearson Education Services (June 2012- Till date)
* Senior Academic Counselor- EDS Technologies (Aug 2011- June 2012)
* Corporate Experience – IBMRCollege (Jan 2010 – June 2011)
* Professional experience - ISBRCollege (Jan 2009 – Dec 2009).

**PROFESSIONAL EXPERIENCE:**

**Currently working as Senior HR Executive (Core HR) @ Pearson Education Services Pvt.Ltd (MNC)** [**www.pearson.com**](http://www.pearson.com) **(June 2012- Till date)**

* Accountable for over all HR activities for a work force of 150 to 200 employees.
* Organizing Recruiting and Selection of new Entrants.
* Opening of Salary accounts with the banks and other joining formalities.
* Organizing Training Schedule and Executive Induction and Orientation sessions for new

employees.

* Salary Administration.
* Calling open houses for the Employees to share their issues.
* Preparing relieving Documents General administration, Co-ordination skills, Manpower Management.
* To work with the HR team to support defined business areas, in entry level generalist areas of employee relations.
* Ensure that all employee personal data is managed within legal guidelines, diplomacy and with discretion.
* Support the administrative activities pertinent to ‘Event staffing’.
* Co-ordination of monthly payroll close activities – collating, logging and forwarding all relevant payroll hard and soft copy data
* Administer starters and leavers

**Senior Academic Counselor- EDS Technologies (Aug 2011- June 2012)**

* Handling the enquiries on call and inviting the candidates for further clarifications.
* Offering the Technical courses to BE Mech Students for their better career with courses like, CATIA, CCCP, ENOVIA, and SIMILIA.
* Closing the leads to admission as soon as possible.
* Guiding the students for their best future assistance.
* Helping them to achieve their future goals.
* Assisting the company in its administrative work for the growth of both organization and self.
* Involved in Placements for Candidates completed course from us.

**IBMRCollege (Jan 2010 – June 2011)**

* Expertise in handling Enquiries, Walk-in’s
* Individual contributors responsible for enrolling students for a given academic year in terms of admissions.
* Work effectively in a team environment.
* Focuses on passionate delivery of a positive and rewarding customer experience according to the Educational standards.
* Focuses on in-bound enquiry calls for admission vis-à-vis giving guidance for professional courses.
* Dealing with SikkimManipalUniversity distance education courses which are helpful for the professionals to upgrade their career thoughts.

**Profile:**

**Student counselors:**

* Works persistently to gain admissions and/or identify the student’s requirements in education.
* Have transactional & relationship focus.
* Effectively articulates the value proposition associated with the valuing courses vis-à-vis courses offered from MU,BU,Annamalai University,MS University etc,.
* Builds relationship with students for solving the queries regarding the course.
* Stays updated of current educational trends and how few courses help the students for their better career.
* Effectively prioritizes multiple demands while ensuring student needs are met.
* Excellent time management skills with proven ability to work accurately and quickly prioritize co-ordinate and consolidated tasks while simultaneously managing the diverse range of function from multiple sources.
* Keep strategist, adept at creating innovative strategies and formulating administrative policies for accelerated growth of the organization.
* Motivated and goal driven with strong work ethics, continuously striving for improvement coupled with excellent Administration aptitude with an eye for detail and the commitment to offer quality work.
* General administration, Co-ordination skills, Manpower Management.

**ISBR College (Jan 2009 – Dec 2009).**

* Responsible for managing all the administrative & official activities while maintaining the healthy work environment & discipline.
* Guiding the students from all over places to take up a better career opportunity and become a successful person in his life.
* Student Co-ordination and Maintenance.
* Coordinating with students to fulfill the admission requirements.
* Solving the grievance of students.
* Guiding the students in developing their future.
* Encouraging the students from all over India to take up the course from the university which can give him better career and future.

**Personal Profile:**

Name: Abida Sultana

Father Name: Abdul Nazeer

Date of Birth: 26thNov1987

Languages known: English, Kannada, Telugu & Hindi.

Read & write: English, Kannada and Hindi

Preferable Location: Bangalore.

Passport Details: L-3516013

Marital Status: Unmarried.

Hobbies: Reading books, watching movies, listening music, Trekking, Visiting New

Places.

**References: Available on request**

**Declaration:**

I hereby declare that the details furnished by me are true to the best of my knowledge.

Date:

Place: Bangalore (Abida Sultana)