 ****Waseem Unnisa****

**Address:** Faisal Residency **Mobile:** 8880538357

#6/6,9th A main **Email**: waseemnisasyed@gmail.com

1st Stage BTM layout,

Bangalore 560029

**CAREER OBJECTIVE**

To seek challenging work in a professionally competitive environment where my skills are put to the best use for the organization and in the due process learns and solidifies myself with the emerging techniques and contributes to the organizational development.

**EDUCATION QUALIFICATION**

* M.B.A (HR and Finance) with an aggregate of 67%, in 2009 -11 from Bangalore University.
* Bachelor of Business Management (HR) with an aggregate of 62. % in 2009 from Tumkur University.
* Pre-University (Commerce) with an aggregate of 50% in 2005 from Karnataka Pre-University Board.
* S.S.L.C With an aggregate of 50. % in 2002.

**TRAINING AND CERTIFICATION**

**Certified Human Resource Management Professional (C.H.R.M.P)**

Completed Certification Program with Practical training & Hands on experience on -

Core HR Domain Areas, Manpower Planning, Recruitment Process

Training & Development, Policy Implementation, Compensation & Benefits

MIS Reports & Advanced Excel Reports, PMS & GD, Competency Mapping, ER Management

P.F., E.S.I & P.T, Payroll Processing, Income Tax, Tax Planning for Employees, TDS on other payments.

* Micro Specialization domain specific skills Program: Recruitment (HR).
* NIS Speak up course.
* 2 days’ workshop on “Workshop on case writing, Analysis and Interpretation”.
* 3 days’ workshop on “Entrepreneur Development Program”.

**Computer Skills:**

Good working knowledge in word, excel, Power point, and advanced excel reports i.e., pivot table, goal seek, auto filters, V look up, splits & freeze panes which is used prepare to MIS reports.

**Personality Traits:**

* Efficient learner, self- starter, confident & optimistic.
* Ability to understand, analyze & resolve problems to meet expectations.
* Strong team spirit and ability to manage lead and execute projects.

**PROJECT UNDERTAKEN**

* **Final Project :-** A study on Customer satisfaction o “ Brand Equity” with reference

To Oreva CFL (Ajanta Groups).

* **Internship Report :-** An organizational study at Ahmadia Agency on “Importance of training &

Development”

* **Final Project :- “**A Study on Employees satisfaction on Performance Appraisal with

Convergys Bangalore”.

**WORK EXPERIENCE**

* Worked with **Medifit Consultants Pvt Ltd.** Bangalore as Senior HR From 10th January 2011 To 31st January 2014**.**

Worked with Chisel **(fitness, spa & salon)** sister concern **Medifit Consultant Pvt Ltd.** as Senior HR From 10th October 2012 to 31st January 2014.

**JOB PROFILE**:

* Handling All Corporate Recruitments of South India for all positions.
* Sourcing profiles from job portals.
* Short listing the suitable candidate’s profiles & conducting Telephonic round of Interview.
* Taking F2F interview for short listed Candidates.
* Salary negotiation.
* Doing back ground verification (Working Experience) of the Candidates.
* Assisting MD for Finalizing the Candidates.
* Sending offer letter to the selected Candidates.
* Handling Joining & Exit Formalities.
* Maintain Attendance & Leave management of employees.
* Experience on HRIS.
* Conducting Induction Program.
* Compensation & Benefits. (Payroll Process).
* Preparing Job Descriptions for various profiles.
* Maintaing the data base of the Candidates.
* Assisting with Finance department in opening salaries account.
* Posting Jobs on the job Sites.
* Worked with The Club as Admin Assistant From 1st Oct 2008 to 31st Oct 2009.

**JOB PROFILE**:

* Maintaining the entry of visitors.
* Fixing the meetings with clients.
* Taking care of sitting arrangements.
* Assigning the task for the workers for events, promotions as per the client’s requirement.
* Handling a team of 6 members, monitoring on their work.

**STRENGTHS**

* Self-Motivation.
* Punctual and Sincere.
* Honest.
* Determined to learn with practical approach.

**PERSONAL DETAILS**

Father Name : Syed Yousuff.

Date of Birth : 01-06-1986.

Sex : Female.

Marital Status : Single.

Languages Known: English, Urdu, Kannada, Hindi.

Nationality : Indian.

Hobbies : Listening, Music, Playing video games.

**References:**

1. **JABBIR JAFFERY**

**(PAN India Operation Head Medifit Consultant Pvt Ltd)**

#36, NR chambers

Richmond Town,

Bangalore -560025.

Mob: 9900809939.

Chisel Tel: 25567488/89 Medifit Tel: 41139736.

1. **DR. INDRANEEL GHOSH**

**(Regional Head – Kolkata Branch, Medifit Consultant Pvt Ltd)**

Mob: 09038097170/9980591815.

**DECLARATION**

I hereby declare that the above mentioned information is correct to the best of my knowledge and bear the responsibility for the above mentioned particulars.

Date:

Place: Bangalore **(Waseem Unnisa)**