

NOOR SABA

HR Executive/ Admin

Career Objectives

I have completed MBA in Human Resources Management with 4 years of professional experience in Human Resources and Admin Department.

Key Strengths

- Good leadership skills
- Effective Communication Skills
- Ability to maintain interpersonal relations
- Exquisite organizational & Management skills
- Self Motivated and confident.
- Ability to work independently and as part of a team.

Other Skills

- Proficient in MS office
- Tally ERP 9.0
- Internet Savvy

Get in touch.

Mobile: +97155 4351974
Address: BurjNahar Intersection,
Naif road, Deira Dubai.
Email: sabashaikh941@gmail.com
Nationality: Indian
Visa Status: Residence

Career Highlights

HR Executive

Anjuman Institute of Technology and Management, Karnataka, India | 2014-2018

- Maintaining employee's personal files and records.
- Designed Policies and Various HR Forms and Induction Program.
- Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- Preparation of full and final settlement.
- Generation of Experience Letters, Relieving Letters.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.

Academic Background

KARNATAKA UNIVERSITY, DHARWAD.

B.Ed(History, English) | 2014-2015

Institution: Anjuman College of Education Bhatkal.

VISHVESHWARAYYA TECHNOLOGICAL-UNIVERSITY.

*Master's in Business Administration in HR.
(2012- 2014)*

Institution: VTU CPGS Bangalore.

KARNATAKA WOMEN'S UNIVERSITY BIJAPURA.

*Bachelor of Arts | 2009-2012
Institution: Anjuman Degree college
for women-Bhatkal.*