

# SHADIYA P

## PROFILE

A finance graduate who is seeking to find an opportunity to work in a challenging environment that will encourage to improve and learn new. Three and half years of experience in India as assistant HR manager.

## CONTACT

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in <https://www.linkedin.com/in/shadiya-fameez-535aa0179/>

## PERSONAL STRENGTHS

- Willingness to learn
- Team Leader
- Honest and sincere
- Quick learner and good listener

## PERSONAL INFORMATION

Date of Birth: 17/5/1993

Marital Status: Married

Nationality: Indian

Known Languages: English, Malayalam, Hindi, Tamil

Passport: T1247593

Spouse Name: Fameez K P

Visa status: Visit visa



## EDUCATION

- **Master of Business Administration (MBA)** from Kannur University, Kerala, India -2017- Specialized in Finance and Human Resource
- **Bachelor of Commerce (Bcom)** from College of commerce, Kerala, India -2013

## ACCOUNTING SOFTWARE

- Tally
- Peachtree
- QuickBooks

## COMPUTER PROFICIENCY

- Microsoft Excel
- Microsoft power point
- Microsoft word

## PROJECTS

- Two months project at Hilton Polymers about **Effectiveness of training and development**.  
These project is done in HR department through various new workers experience in doing their job with training and without training
- One month **organization study** at Chirackal Agro Mills.  
It done through all departments like production department, HR department, finance department and sales department.

## WORK EXPERIENCE

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### ❖ SRL Marketing -INDIA (02/07/2019-02/02/2021)

Assistant HR Manager cum Sales coordinator

- Helping the sales team to improve their productivity
- Handling orders by phone, email, or mail and checking the orders have the correct prices, discounts,
- Developing and maintaining filing systems so as to maintain sales records, prepare reports, and provide financial information to the finance department.
- Hiring and training staffs and ensuring staffs meet their quotas and goals.
- Issue invoices and bills and sent them to customers through various channels
- Preparing or updating employment records related to hiring, transferring, promoting, and terminating and payroll preparation

### ❖ Olgutz lifestyle & entertainment LLP – INDIA

(15/03/2017-28/02/2019)

Assistant HR Manager

- Preparing or updating employment records related to hiring, transferring, promoting, and terminating.
- Explaining human resources policies and procedures to new and existing employees.
- Ensuring new hire paperwork is completed and processed
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Addressing any employment relations issues, such as work complaints and harassment allegations.
- Processing all personnel action forms and ensuring proper approval
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and taking interviews.
- Payroll preparation.

## DECLARATION

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I hereby declare that above mentioned information is correct Up to my knowledge.

**SHADIYA P**