

NAUREEN NISAR AHAMED

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Career Objective:

To take up a challenging Career grows with honesty, loyalty, Good relationship and best performance, and translate my Experience, knowledge, skills and abilities into value for an organization.

Educational Qualifications:

Bachelor of Commerce (B.COM) April 2019 with 66.76%

St Agnes College, Mangalore, Karnataka, India.

Pre-University College (PUC-Commerce) March 2017 with 87%

St Agnes College, Mangalore, Karnataka, India.

Work Experience:

- **Working as an H.R Intern in Tetherfi Technologies Pvt Ltd from Jan 2020 till Oct 2020.**

Responsible for assisting in all stages of the recruitment cycle, from responding to enquiries, arranging interviews, completing job offer paperwork and supporting successful staff induction.

Key Responsibility:

- Assisting with the day to day operations of the HR Admin department.
- Being the first point of contact for all general HR enquiries, administration and correspondence.
- Ensuring all paperwork received is scanned and stored both electronically and on the employee's paper file.
- Managing sickness records and the overall sickness administration of the company.
- Prioritising and managing own workload without supervision.
- Handling staff enquiries on a daily basis.
- Writing individual non-standard letters and emails to employees.
- Ensuring that all company HR processes and procedures are properly followed

Professional Training:

Project Title: Sampling Campaign (Campus Influencer)

Project Area: Marketing

Company Name: P & G India

Duration: 4 Months.

Key Learnings:

- Providing information about the product to Customers.
- Advertising about the given products.
- Direct dealing with the customers.
- Recording of customer information in the system.

Achievements:

- Part of Student Council i.e., Vice President of Commerce in the year 2018-19.
- Organized a National Level Fest, inter-class fests in the year 2018-19.
- Participated in various inter-collegiate fests in the year 2018-19 and also won in the various events.

Key Skills:

- Excellent presentation skill
- Ability to deal with people
- Team Player
- Skilled in prioritizing, managing, and multi-tasking
- Excellent computer skills
- Passion and high drive to succeed in the professional environment
- Excellent verbal and oral communication skills

Computer Skills: MS Office Package.

Personal details:

Date of birth : 16/10/1998

Sex : Female

Marital status : Married

Nationality : Indian

Passport Numb : T9395108

Language known : English, Hindi, Kannada, Urdu.

Address : Musaffah, Abu Dhabi

Reference : available upon request

I declare that the information given above is true to the best of my knowledge

Naureen Nisar