



# THASLEEMA

## CONTACT

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## Objectives :

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## Experience :

### Hasan infratech private ltd

Human Resources Assistant

Aug 2020-Sep 2021

## Responsibilities

- Maintained employee data and kept updated accounts of all employment records.
- Assisted in recruiting and training of new employees for the marketing and IT teams.
- Administered payroll information, compensation materials, and benefits programs
- Supported daily operations of busy human resources department.
- Mentored employees through personal and professional issues.
- Ensured that all company HR processes and procedures are properly followed.

## Education :

- Master Of Business Administration in Human Resource and Finance (MBA) from SRINIVAS INSTITUTE OF TECHNOLOGY MANGALORE ( 2018-2020)
- Bachelor Of Commerce (B.COM) from MANGALORE UNIVERSITY ( 2015-2018)

## Professional Skills :

- Employee safety
- Compliance issues
- Salary reviews
- Staff performance

**Skills :**

- Time management
- Organization skills
- Communication skills
- Meeting deadline
- Attention to deal
- Decision making
- Team work

**Achievements & Awards**

- Organized SHAMARTHYA-2019 Management fest at Srinivas Institute of Technology.
- Organized business plan model presentation to UG students.
- Participated in SHRIYANS-2018 Management fest.
- Won best performer – Academic Award for the year 2018-19 at Srinivas Institute of Technology.
- Placed as acquisition manager at Kotak Mahindra Bank.

**Projects :****A STUDY ON BUILDING OPTIMUMPORTPOLIO BY USING SHARPE'S SINGLE INDEX MODEL WITH SPECIAL REFERENCE TO SBI CAPITAL SECURITIES LTD.**

The main objective of the study was to build a best portfolio which reduces risk and exploits returns. And to determine the risk complicated in each stock. It also discovers the stock which provides maximum profit with minimum possibility. The company was mainly into financial sector. Hence in a financial services it is necessary to suggest the customer to invest in best return shares for higher return to their investment.

**Languages Known :**

- English, Hindi, Kannada, Malayalam