

SHEEHAN SHAHID

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PROFILE SUMMARY

Energetic entry level Human Resource Specialist. Assisted with administration of HR for a mid-sized medical company. Facilitated the interviewing and on boarding of four new employees. Organized company events and employee's gatherings. Also have exceptional skills and experience in different areas of a business like working as the sales executive and handling customers in to different companies

WORK EXPERIENCE

HR Executive, India

Wellphy Pain & Sport Clinic

03/2021-09/2021

- Assisted with administration and operations of HR department for a fast paced business, Helped interview board and on-board two new employees
- At a mid-sized medical firm, organized company company events, Fun Fridays, Employees gatherings etc.
- Promoted a positive and open work environment where employees can feel comfortable

Customer Service Agent, India

Spice jet Airlines Pvt Ltd

06/2019-02/2021

- Proven customer support experience or experience in client service representative in a multi-national company
- Customer orientation and ability to adapt/respond to different types of characters
- Excellent communication and presentation skill
- Ability to multi-tasking prioritize and manage time efficiently

Sales Executive, India

Excel bags Pvt Ltd

01/2018-03/2019

- Expert knowledge of the selling process and effective sales technique
- Trained and developed a new sales team associates in products, selling technique and company procedures
- Ability to demonstrate the product and deliver effective sales presentation to win new business
- Engaged new customers and strengthened existing relationships through account management

EDUCATION

MASTERS;

MBA in HUMAN RESOURCE MANAGEMENT

Graduation Year (2021)

Pondicherry University, Pondicherry

BACHELORS;

Business Administration in MARKETING

Graduation Year (2018)

Calicut University, Kerala

SKILLS

Software Skills

- SAP HRM
- MICROSOFT EXCEL
- MICROSOFT WORD
- TALLY
- SAGE 50

Technical Skills

- Excellent communication
- Email communication
- Data analysis

Language Skills

- English
- Hindi
- Malayalam
- Tamil

CERTIFICATIONS

- HR + Finance with SAP S/4HANA Cloud and SAP Success factors
- Basic Aviation Security Program (Bureau of Civil Aviation Security-India) certified
- Dangerous Goods Regulations Category-12 (Approved by Directorate General of Civil Aviation-India)

PERSONAL INFORMATION

Date of Birth : 14.08.1996

Gender : Male

Nationality : Indian

Marital status: Single

Passport details

Passport No : S029574

Expiry : 30.04.2028

Visa status : Visit Visa

I hereby declared that the all above details furnished are true to the best of my Knowledge

SHEEHAN SHAHID
DUBAI, UAE