



SAJINA H.M

PROFILE

A management professional having experience in human resources specialists responsible for recruiting, screening interviewing and placing worker with perfect skills set in communication interpersonal interaction, team management and administrative skills.

GET IN TOUCH WITH ME

Nationality : Indian
Date of Birth ;22/06/1994
Gender : Female
Religion: Muslim
Mother Tongue: Malayalam
Language known: English
Kannada, Hindi & Malayalam
Phone: +971 0588 44 33 02
[Email : sajinahm97@gmail.com](mailto:sajinahm97@gmail.com)
Address: Dubai, UAE

INTERESTS

Painting
Travelling
Dancing
Writing

CAREER BACKGROUND

HR GENERALIST

Karnataka Saw Mill
Industrial Area, Coorg
Feb 2021 to Dec 2021

- Taking care of joining formalities of employee
- Co-ordination with new joiners of internal employee
- Issuing offer letters and explaining salary details
- Employee orientation, development and training

HR RECRUITER

SPEED INDIA CENTER OF TRAVEL AND HR SOLUTION
(2019/2020)

- Excellent exposure in Sourcing, Screening, Interviewing
- Understanding the active clients requirement
- Interview candidates (via phone, in-person)
- Prepare and post jobs to appropriate boards / media.
- Maintaining Recruitment Tracker.
- Building relationship with employers and job seekers.
- Updating the open positions in the job portals.
- Follow up

HR STUDY

INTERN AT INDIANA HOSPITAL AND HEART
INSTITUTE MANGALORE

- To find out the factors contributing to the work life balance of nurses
- To examine factors which determine the job satisfaction.
- Suggestion to overcome from related problem

ACADEMIC BACKGROUND

Master of Business Administration (HR & Marketing) from
Farook Institute of Management Studies affiliated to
Calicut University, Calicut

Graduate Bachelor of Business Management from MGM
College affiliated to Mangalore University

Completed Higher Secondary education in Commerce from
Vivekananda College affiliated to Bangalore University

Completed schooling from shanthinikethan school
kodagarahalli.Coorg

TRAINING ATTENDED

- One week outbound training at falcon adventure academy
- One day workshop on stock market by Hedge equities
- Two days super specialization course on Digital marketing & HR organized by Farook institute of management studies.

PROJECT

Done project on topic : *A Study To Assess Work life balance of the nurses working in Indiana hospital And Heart institute Ltd.*, Manglore

ACHIEVEMENT

- Team leader of event named Culture program in canvas 2k19 A National level management fest
- Team leader of an event named *Best Photography in canvas 2k18* A National Level Management fest
- Volunteered social Services campaign under National social program
- Panelist at 'Shaping Young Minds Program 'conducted by All India Management Association

SKILLS

- MS Office - Word, Excel and Power Point
- Common technical Savvy

REFERENCE

-Karnataka Saw Mill
Industrial Area
+91 9845 030 032

-Speed India Center of Travel and HR solution
+91 9387 777 740

-Ahmed Riaz
Deputy Director
Farook Institute of Management Studies
+91 9446 477 340

DECLARATION

I do here by declare that the information given above is true to the best of my knowledge and Belief

SAJINA H.M