

AMEENA ZIAD

Madathiparambil House
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CAREER OBJECTIVE

Always seeking innovative and challenging career in the professionally managed and dynamic organization, which provides the best opportunities for the development and greater responsibilities to contribute towards organization

EDUCATIONAL QUALIFICATION

- ✓ Perusing Master of Business Administration(HR & Marketing) from Adi Shankara Business School Under Kerala Technological University, Trivandrum (2017)
- ✓ Graduated Bachelor of Business Administration from KMEA College Of Art & Science, Edathala under Mahatma Gandhi University, Kottayam (2016) **[aggregate 58%]**
- ✓ Passed plus-two from Science Academy, Ernakulam under National Institute OF open Schooling (2013) **[aggregate 61%]**
- ✓ Passed tenth from International Indian school, Dammam under Central board Of Secondary Education (2011) **[aggregate 60%]**

INTERNSHIPS

- ✓ Interned for **Focuz Holidays, Kozhikode** from May 2017 to Jul 2017 and helped the firm in launching social marketing platform.

POSITIONS OF RESPONSIBILITIES

- ✓ Served as **HR executive** for a month dated July 2016 for Focuz holidays limited and was in charge of performance appraisal, training and development.
- ✓ Served as **Public Relation Officer** for a month dated June 2016 for Focuz Holidays and was responsible for foreign passenger handling.
- ✓ Served as **Social Media Marketing Executive** for a month dated May 2016 for Focuz Holidays and was responsible for launching social marketing campaigns

PROJECTS

- ✓ Conducted an analysis of employee **Training and Development** in OEN India limited and provided company with a detail report of the quality of work and requirement of training.
- ✓ Conducted an analysis of **Consumer Behavior** taking account of the sample space provided from a group of Branded Product and provided report of demand and trend for branded products.
- ✓ Conducted an analysis of employees **Performance Management System** in IT Sector and provided detailed report of different Performance Appraisal System in IT sector In Kochi.

SEMINAR

- ✓ Conducted seminar titled **E-Vanitha** to Self Help Groups (kudumbashree) of Kalady panchayat.
- ✓ Conducted seminar titled **Effects of Social Media** to Angamaly government school students and teachers
- ✓ Conducted seminar titled **Child Abuse** to secondary and higher secondary students under the guidance of HighSec.
- ✓ Attended national seminar on Rupee Depreciation organized by MES-AIMAT
- ✓ Attended national seminar on Changing India organized by KMA.
- ✓ Attended national seminar on HR conference- ENGAGE organized by XIME Kochi
- ✓ Attended national conference on The Impact of 4th generation technology on managerial practices

SKILLS

- ✓ Excellent communication skill in English and Malayalam. Also can follow Hindi, Tamil and Arabic
- ✓ Professionally skilled in Microsoft word and Microsoft PowerPoint. Also follows Microsoft Excel, Microsoft outlook etc.
- ✓ Professionally skilled in public speaking, presentation, organization and coordination of events.
- ✓ Moderate knowledge on Digital marketing, Public relation, social media marketing and training science.

PERSONAL DETAILS

Date of birth : 9th December, 1994
Fathers Name : Mohammed Haneefa Ziad
Mothers Name : Naseema Ziad
Gender : Female
Siblings : Yes, Brother.

DECLARATION

I hereby declare that all the data furnished above are true to best of my knowledge

Date : __/__/2018
Place : Kakkanad, Kochi

Ameena Ziad

