**Resume for the position of HR OFFICER**

 **Riswana **

+91 9207568183

**Career Objective**

To face challenges, learn and delivery my best for the growth and development of HR industry.

**PROFESSIONAL EXPERIENCE**

- Worked as HR Consultant for H.E.C.A. HR Consultants from july 2017 to february 2018 www.higher-educations-consultants.com

Key Responsibilities –

. Approach Corporate to seek information on vacancies available for fresher’s and experienced.

. Sourcing fresher’s and experienced candidates through institutions and social media. Coordinating interview processes.

**PROFESSIONAL QUALIFICATION’S**

1. National Diploma in Human Resource Management from H.E.C.A. Kochi. Certifying authority, BharathSevakSamaj Vocational Education(A Central govt. Certifying agency).(From Jan 2017 to December 2017)

2. Entrepreneurship and Corporate Skills – H.E.C.A. Certificate Training in Entrepreneurship and Corporate skills (Duration 3 months), From September 2017 to November 2017.

**ACADEMIC QUALIFICATIONS**

• Bachelor’s Degree in Commerce

• Plus Two–From State board

 Cont’d….2/-

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**Personality Traits**

* Hardworking and good learner
* Optimistic
* Able to motivate & negotiate thepeople.
* Good listener

**Personal Details**

* DOB - 15-11-1995
* Status -Married
* Nationality - Indian
* Religion - Muslim
* Passport No -
* Languages - English &Malayalam
* Address - kadavilthazhath house Chalackal marampilly Po aluva

**Declaration**

Iherebydeclarethatalltheabovementionedabovearetruetothebestofmy knowledge &belief.

Date:

Place:Kochi Riswana