



MUFEENA M

MASTER OF BUSINESS ADMINISTRATION

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mufeenam786@gmail.com

PROFILE SUMMARY

Highly motivated MBA graduate with good observation and inter-personal skills who is willing to add new knowledge base and skills in the field of HR. Ability to work in harmony with co-workers.

PERSONAL DETAILS

Date of Birth : 18/10/1997
Gender : Female
Nationality : Indian
Marital Status : Single
Passport Number : V4876388
Address : Madathil, Iringannur, 673505
Calicut, Kerala, India

LANGUAGES

- English
- Malayalam
- Hindi
- Urdu
- Arabic
- Tamil

SKILLS

- Good Communication Skill
- Team Leadership
- Analytical Thinking
- Tolerant and Flexible
- Good Observation Skill

CAREER OBJECTIVE

As a beginner in the field of HR, I would like to utilize my skill, knowledge and professional approach in this field, and looking to join a progressive organization as a Human Resource Professional to provide high end administrative support in the human resource department.

WORK EXPERIENCE

Assistant HR Intern

Cyber Kings India, Calicut | April 2021 - October 2021

- Executed resume shortlisting, conducted telephonic and personal interviews for candidates from different disciplines.
- Drawn up the monthly performance report of interns.
- Prepared HR report and appointment letter for the selected candidate.
- Managed and guided the team members and interns.
- Assisted in HR services and operational plans preparation.
- Conducted induction sessions for interns.
- Carried out content editing and posted on company blog.

EDUCATIONAL QUALIFICATIONS

Master of Business Administration (HR & Finance)

KMCT School of Business, Calicut

Bachelor of Business Administration (Finance)

Government College Mokeri, Calicut

CERTIFICATIONS

Skill Course : GBFS (Global Business Foundation Skill)

ASAP: Additional Skill Acquisition Programme - A joint initiative of General Education and Higher Education Departments, Government of Kerala.

PROJECTS AND INTERNSHIPS

Project Title: Liquidity Management
Company Name: Rubco Huat Woods Pvt Ltd., Thalassery

Project Title: Quality of Work life
Company Name: Happy Wedding, Kallachi

Internship
Company Name: Rubco Huat Woods Pvt Ltd., Thalassery
Duration: 45 days

REFERENCES

Dr. Shamla Nk
Dean, KMCT School of Business, Calicut
+91- 9495785455

ACHIEVEMENTS

First prize winner in Finance Event of National Level Management Meet 'LUMINANCE 19' organized by DCMAT, Vagamon.

Won second prize for Best Finance Team in 'MESMERIZE 2020', South Indian Management Meet organized by MES College of Engineering, Kuttippuram.

Commerce topper for 2013-15 batch - IHSS, Iringannur.

EXTRACURRICULAR ACTIVITIES

Organized a national level management meet 'ESPERANZA 2020' at KMCT School of Business (In charge, Finance and Business Quiz).

Participated in various inter-college management meet - TARANG 2019, NIT Calicut - MERIDIAN 2018, Monti International Institute of Management Studies Malappuram.