



LEMEYA HASSAN

HR EXECUTIVE

PERSONAL PROFILE

Service-oriented HR Executive with excellent academic performance in Human Resources and Administration. Dedicated team player with Master of Business Administration in Human Resource Management & Financial Management to bring positive industry impact centered on organizational behaviour and change management. Proficient in scheduling interviews, posting job openings and performing various administrative tasks.

WORK EXPERIENCE

DELHIVERY PVT LTD (2021 - Present)

- Searches for ideal candidates for organisation
- Interviews and follows up on applications for management positions

EDUCATIONAL HISTORY

University Institute of Management, Adoor

Masters of Business Administration in Human Resource Management & Financial Management | 2019-2021

Mannam Memorial N.S.S. College, Konni

B.Com with Computer Application 2015-2018

Mar Gregorios Higher Secondary School, Pandalam

Commerce 2016-2018

NSS Girls High School, Pandalam

SSLC 2013

STRENGTHS

- Creativity
- Discipline
- Patience
- Respectfulness
- Determination
- Dedication
- Honesty
- Versatility

CONTACT ME AT



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Pandalam P O
Pathanamthitta



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SKILLS SUMMARY

- COMPUTER SKILLS
- TALLY
- MS EXCEL
- TEAMWORK SKILLS
- COMMUNICATION SKILLS
- TIME MANAGEMENT SKILLS
- CUSTOMER SERVICE SKILLS
- PROBLEM SOLVING SKILLS

LANGUAGES

- ENGLISH
- MALAYALAM
- TAMIL