



SREENA ASMI MC

Muthuvalloor Chundamannil (H)
Nellikuth (P.O), Manjeri
Malappuram (Dt),
Kerala - 676122

sreenasanu1994@gmail.com
9946932000
DOB 16/08/1994

Objective

Seeking a challenging position can utilize my knowledge and skills, and to contribute for the success of the organization through my learned potential out of my academics and experience.

Education

HAPPY VALLEY BUSINESS SCHOOL COIMBATORE

ANNA UNIVERSITY

MBA(HR & Operation)
April 2019 — **71%**

NOBLE WOMEN'S COLLEGE

CALICUT UNIVERSITY

BCA
(Bachelor of Computer Application)
April 2016 — **67%**

ISLAMIYA COLLEGE HIGHER SECONDARY SCHOOL, SANTHAPURAM

STATE BOARD OF KERALA

HSE
May 2013 — **60%**

HMY HIGHER SECONDARY SCHOOL MANJERI

STATE BOARD OF KERALA

SSLC
March 2011 — **67%**

Skills

- Ms office packages
- Leadership
- Flexibility & Adaptability
- Team work
- Good time management

Language

English (S&W&R), Malayalam (S&W&R), Hindi (R&W), Tamil(S), Arabic (R&W)

Projects

A STUDY ON SATISFACTION LEVEL OF EMPLOYEES ON THE VARIOUS WELFARE FACILITIES

I completed MBA major project on " A study on satisfaction level of employees on the various welfare facilities provided by airports authority of India with special reference to Calicut International Airport ".

ORGANIZATIONAL STUDY OF SBI MUTUAL FUND

Successfully completed Summer Internship Project on Organizational Study at SBI Fund, Coimbatore.

Experience

FIDELITY NATIONAL FINANCIAL INDIA PRIVATE LIMITED 26/03/2019 - 31/08/2019 BANGLORE

Analyst-Operations

- . My role as analyst is to work on the assigned task of pre and post foreclosure process in default team
- . Managing day to day operations of the process and maintaining files and records
- . Coordinate special projects in servicelink

- . Played a role as a trainer
- . Initiate noting or writing emails on behalf of senior staff

**WAYZON EDUCATION CONSULTANCY PRIVATE LIMITED
BANGLORE**

2/09/2019 - 31/12/2021

HR Executive

- . Maintain employees leaves, medical and attendance record, Keeping track of employees
- . Issuing Letter of Offer/Intent/Employment to the selected candidate
- . Review, update and maintain proper filing such as employees medical insurance policies
- . Setting up / Update / Forward email addresses for new employees and resigned employees.

***Achievements
& Awards***

Member of Roadies Club in College.
Organised Sports Day in Happy Valley Business School.
Conducted an awareness program on CHILD ABUSE in various schools in Coimbatore as part of Institutional Social Responsibility.
Organised "Comedia" Food Fest in Happy Valley Business School.

Interests

- Human Resource Management
- Operation Management

Reference

Dr.T Bina - Principal

Happy Valley Business School
Bina.hvbs@gmail.com
+919894142404

Dr.R Vishal Kumar - Head of Finance Department

Happy Valley Business School Coimbatore
+919944919392

Declaration

I here by declare that the particulars furnished above are true to the best of my knowledge and belief.
