



ZAREENA BASHEER

SHANAVAS MANZIL,
H.NO: 43/51-A,
Ayyappankavu,
Kochi -682018.
KERALA, INDIA.

Mob: 9895088916
zareenabshr@gmail.com

SUMMARY

Highly competent, organized and Professional HR / Senior Forex Executive and PRO with 16+ years of experience in Administration, Operations and handling Personnel Management. A Graduate in Bachelor of Commerce (Co-operation) and followed by Post Graduate Degree in MBA (HR& Marketing) along with Holding Diploma in Export Management and Certificate Programme in HOSPITAL ADMINISTRATION.

EDUCATIONAL BACKGROUND

- **CERTIFICATE PROGRAMME IN HOSPITALADMINISTRATION.**

International School of Skill Development, Kalamassery, Kochi, Kerala, India
-NOV 2019

- **MASTERS OF BUSINESS ADMINISTRATION (HR & MARKETING)**

Mahatma Gandhi University, Kottayam, Kerala, India.
-MAY 2008

- **DIPLOMA IN EXPORT MANAGEMENT**

Indian Institute of International Trade & Business Management, Bangalore, Karnataka, India.
-MARCH 2008

- **BACHELOR OF COMMERCE (CO-OPERATION)**

Mahatma Gandhi University, Kottayam, Kerala, India.
-APRIL 2002

PROFESSIONAL EXPERIENCE

PUBLIC RELATIONS OFFICER & HR CO-ORDINATOR

| MAY 2019 - MARCH 2021

Cochin Public School, Thrikkakara, Kochi.

- Assist students, parents and other groups.
- Coordinator and Training in charge of Enterprise Resource Planning(ERP).
- Data recording of faculties and staffs in HRIS
- Communication between institution and students.
- Internal relation between teachers, students and other administrative staffs.
- Coordinating interviews.
- Training and Counseling for new admissions. Communicate and reporting to Senior Management.

ADMINISTRATIVE EXECUTIVE | NOV 2013 - APRIL 2019

Marhaba Gold, Jos Jn., Kochi.

- Assisting and managing the daily operations activities of the jewellerystore.
- Supervising employees with their daily work requirements.
- Maintaining operating records such as records of store transactions.
- Banking transactions.
- Client Relation.
- Team Process.
- Maintaining cash Management.

HR / SENIOR FOREX EXECUTIVES | APRIL 2004 - OCT 2013

Shan International Money Exchange Pvt. Ltd, Jos Jn., Kochi.

- RBI instructions governing money changing activities.
- Daily Currency Rate Quotes.
- Processing of foreign currency payment & Total Account Management.
- Client Relation.
- Team Process.
- Branch Operations & Administration, Staff Management,
- Customer Grievances Handling.
- Internal Cash Management and Approving Customer Related Transaction within the limit.
- Preparing Monthly Compliance Report.
- Scrutinizing the Bulk-Cash Transactions.
- Being an AMLRO periodical Review of Staff Matters & PerformanceEvaluation.
- Pay Roll management.

SKILLS AND PROFICIENCIES

TECHNICAL SKILLS

- ◆ HRIS
- ◆ ERP - Enterprise Resource Planning
- ◆ Tally
- ◆ MS Word,
- ◆ Excel, Power Point

PROFESSIONAL SKILLS

- ◆ Employee Relations
- ◆ Team Work
- ◆ Time Management Leadership
- ◆ Acumen Performance Evaluation
- ◆ Handling of Cash Management

LANGUAGES

- ◆ English
- ◆ Hindi
- ◆ Malayalam
- ◆ Urdu

Proficient in English, Hindi and Malayalam (oral and written)

CHARACTER REFERENCES

Mr. M.A. Masoom
Asst. Town planner, Govt. of
Kerala,
Thiruvananthapuram,
Kerala, India.
Mob: 9446311008

DECLARATION

I hereby declare that whatever is stated in this document is true to the best of my knowledge and belief.

Date:

ZAREENA BASHEER
