# HESANA NAJEEB

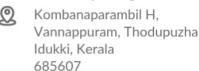
### MA HUMAN RESOURCE MANAGEMENT





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## PROFILE

I am an HR aspirant, eager to apply skills and education to a growth oriented position. Currently pursuing Masters of Arts in Human Resource Management and looking to gain further practical experience in this field.

## SKILLS

- MS Excel
- MS Word
- PowerPoint
- Data Science
- · Automated Office
- Database Management System
- HRIS and HRMS
- Good Communication Skill in English
- · Coordination with team

## EDUCATION

### MA HUMAN RESOURCE MANAGEMENT

Nirmala College, Muvattupuzha 2021-2023

### BA ENGLISH LANGUAGE AND LITERATURE

Newman College, Thodupuzha 2018-2021

## COMMERCE - HIGHER SECONDARY

St. George's HSS, Muthalakkodam 2016 -2018

## REFERENCES

- Ms. Chinchu Louis
   Assistant Professor
   Nirmala College,
   Muvattupuzha
   Ph: +91 8891788835
- Mr. Gino jose
   Deputy Manager, HR
   Rajagiri Hospital,
   Aluva

Ph: +91 98461 34889

## EXPERIENCE

#### **HUMAN RESOURCE INTERN**

Rajagiri Hospital, Aluva

18/04/2022 - 18/06/2022

- · Co-ordinated Walk in Interviews and Campus interviews
- Data Entry
- · Updating employee details in HRMS
- · Employee file verification
- Managed Reception
- · Solved Telephone queries at HR department
- Coordinated training and development programs for nurses
- Issuing ID card and activation of biometrics to the new joiners

### DIGITAL SKILLS INTERN

ICT Academy of Kerala

### 10 Days

- Web Development
- Social Media Marketing
- Cyber Security
- Mobile App Development

## CERTIFICATES

- MS Excel
- Probability for Data Science
- Statistical Methods for Decision Making
- Data Science Foundations
- · SQL for Data Science
- · Speak English with Ease
- Digital Skill for Beginners
- · Diploma in Computer Application Ongoing