

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

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

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

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

REFERENCES

- Ms. Chinchu Louis
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Nirmala College,
Muvattupuzha
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- Mr. Gino jose
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