

## Contact

### Mob

7994228269

### Email

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### Address

Hameed Heritage, Providence  
road,Kacheripady,Ernakulam

## Education

2014 - 2018

Bachelor of Technology : Civil  
Engineering

Adishankara Institute of Engineering and  
Technology, Kerala

2019-2021

MBA : HR & Marketing

Unon Christian College, Kerala

## Skills

- Team Player
- Monitoring
- HR Policies
- MS Word
- MS Excel
- Talent Management
- MS Powerpoint
- Strong Communication Skills
- Excellent Organizational Skills
- Autocad 2D & 3D
- STAAD PRO
- Leadership

# THASNI HAMEED

## HR PROFESSIONAL

Responsive and engaging Human Resource Assistant skilled in supporting employees and managers with diverse HR needs. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## Work Experience

### 2022 April- Present

Design Direct UK , Ernakulam

### Human Resource Assistant

- Assist with day to day operations of the HR functions and duties.
- Provide clerical and administrative support to Human Resources executives.
- Recruitment, Induction and on boarding of new hires.
- Supporting Project Manager in analysing each and every project's Profit and Loss .
- Monitoring the employees productive working hours.(By using Hubstaff App ).
- Overall incharge of Hubstaff App.
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc).
- Coordinate HR projects (meetings, training, surveys etc) and take minutes.
- Deal with employee requests regarding human resources issues, rules, and regulations.  
Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc).
- Communicate with public services when necessary.  
Properly handle complaints and grievance procedures.
- Coordinate communication with candidates and schedule interviews.
- Conduct initial orientation to newly hired employees.
- Assist our recruiters to source candidates and update our database.

## Language

- English - Fluent
- Malayalam - Native / Bilingual
- Hindi - Intermediate
- Tamil - Beginner

## Personal Details

- Date of Birth - 13th April 1996
- Gender - Female
- Marital Status - Married
- Father's Name - Hameed PB
- Mother's Name - Rahmath VM
- Nationality - INDIAN

## Passport Details

- Passport No : U52177181
- Expiry Date : 11/03/2030

### ■ Jan 2022 - March 2022

Design Direct UK , Ernakulam

#### Human Resource Intern

- Update our internal databases with new employee information, including contact details and employment forms.
- Gather payroll data like leaves, working hours and bank accounts
- Screen resumes and application forms..
- Schedule and confirm interviews with candidates.
- Post, update and remove job ads from job boards, careers pages and social networks.
- Prepare HR-related reports as needed.
- Address employee queries about benefits (like number of remaining vacation days).  
Review and distribute company policies in digital formats or hard copies.
- Participate in organizing company events and careers days.

### ■ Feb 2019 - July 2019

Le - Pheonix Fire Protections Pvt Ltd

#### Sales Marketing Executive

- Determine client needs and financials' abilities and propose solution that suits them.
- Provide guidance and assist sellers and buyers in marketing and purchasing properties for the right price under the best terms.
- Promote sales through advertisements, calling, marketing, listing on different channels.
- Remains knowledgeable about Real Estate market and best practices.  
Presentation of the project to the prospective buyers.
- Oversee the promotion of property sales on advertisement media and listing services.  
Oversee arrangements to give prospective buyers the view of a property before closing deals.

## ■ July 2018-Jan 2019

Place Designs

### **Cost Estimation Engineer**

- Analysing plans, BOQ's (Bills of quantities) and other project documentation in order to estimate costs.
- Calculated correct costs for project-specific goods and services by gathering information from team members, sub-contractors and vendors.
- Assessing the financial, technical and operational risks of the project.
- Collected historical cost data to estimate costs for current or future products.
- Visiting project sites to gather information.
- Staying aware of the latest construction technologies.
- Keeping up to date with the latest regulatory and legislative requirements.
- Inputting into decisions over whether to bid for the project.
- Working closely with key members of the project team (such as the bid manager) and liaising with clients and suppliers.
- Keeping detailed records and writing reports.

## **Accomplishments**

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- Actively volunteered for various events of 'Inspira', the inter-college Tech Fest conducted by UC College for college students in 2020.
- Participated in Civil Expo 2018 which was conducted by Adishankara institute of engineering and technology and won the Second Prize.
- Participated in Min to Win it competition conducted by Adishankara institute of engineering and technology in 2016.
- Actively attended 10 days Internship Programme at Marymatha Constructions.
- Actively attended 10 days Internship Programme at A-Z Pile and Foundations.

## Acknowledgement

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I hereby confirm that all the details furnished above are authentic and accurate to the best of my belief.

**Thasni Hameed**