ALFIA SHAIRAJ

My Contact

✉ alfiashairaj2000@gmail.com

📞 7510320258

📍 Padinjarevattom(H) Muvattupuzha p.o Adooparambu

Education Background

- **Master of Business Administration**
HR & MARKETING
Ilahia School of Management Studies
APJ Abdul Kalam Technological University
(2021-2023)
- **Bachelor Of Commerce**
Ilahia College of Arts & Science,Pezhakapally
Mahatma Ghandhi University
(2021)
- **State Board ,Plus Two, Science(Biology)**
Tharbiyath Trust HSS ,Muvattupuzha
(2018)
- **State Board - SSLC**
St.Sebatians HSS Anicadu
(2016)

About Me

An ambitious MBA fresher specialised in Marketing and Human Resources,looking forward to serving in a reputed organization ,applying my skills and abilities and further gaining experience and knowledge.

Professional Experience

HR EXECUTIVE
Al Azhar Medical College and Super Speciality Hospital Thodupuzha.

Key responsibilities:
- **Manage Attendance**
- **Manage variable shifts and pay schedules**
- **Arrange Meetings**
- **Joining formalities for employees**
- **Conduct the interviews**

Achievements

Co - Curricular Activities

- **Attended and certified the KMA Campus to Corporate program.**
- **Attended and certified the training program VERTICAL EYE.**
- **Completed and certified TALLY Certificate Course .**
- **Completed and certified ASAP course in JAM JELLY & KETCHUP making.**
- **Completed and certified NPTEL Online course in HUMAN BEHAVIOUR**

soft skills

- **Quick learner**
- **Communication**
- **Leadership abiliity**
- **Time management**
- **Decision making**
- **Multi Tasking**

References

Mrs. Beena VS
Assistant Professor - MBA Department
Ilahia School of Management Studies

email:beenavs199@gmail.com
contact:9496462275

Ms.Anjana Saji
HR Executive
AL Azhar Medical College & Super Specialty Hospital

email:anjanasaji58@gmail.com
contact :8301859529

HOBBIES

- COOKING
- Travelling
- Gardening

Declaration

I hereby declare that all the informations given above is true to the best of my knowledge and belief

Place:Muvattupuzha   **Alfia Shairaj**
Date: