

# CURRICULAM-VITAE

## FATHIMA H

Fresho house

East of KWA Alissery Ward

Alappuzha, Pin:688001

**fathimahhilal@gmail.com**

Phone: +917356284945

### PERSONAL DETAILS

Name	:	Fathima H
Father's Name	:	Mr. Hilal A
Date of Birth	:	25-03-2000
Marital Status	:	Single
Nationality	:	Indian
Permanent Address	:	Fresho house Ayyamparambil Thiruvampadi Alappuzha 688012

### Career Objective:

To start career by joining a well settled and highly professional organization to learn from the various instances and avenues provided by the organization and to return back in manifold by extending my sincere and dedicated services. I can be sure of my commitments towards the company which will endeavour far most in achieving goals.

### Skills

- Good Knowledge Of accounting.
- Strong Communication and Team building skills.
- The ability to manage my time in order to complete given jobs to a satisfactory standard within given time restraints.
- Quick learner who can rapidly master with limited training.
- Ability to reach goals.
- Strong leadership ability and effective organization skills.

- Ability to be self-directed and independent (a self-starter that seeks knowledge and solutions)
- Strong presentation skills.
- Teaching students.

## EDUCATIONAL QUALIFICATION

CIVIL SERVICE COACHING	SEPTEMBER 2020	KERALA STATE CIVIL SERVICE ACADEMY
BACHELOR OF COMMERCE IN COMPUTER APPLICATION BCOM(CA)	MARCH 2020	UNIVERSITY INSTITUTE OF TECHNOLOGY ALAPPUZHA
HIGHER SECONDARY EDUCATION (HSC)	MARCH 2017	ST JOSEPHS G.H.S.S ALAPPUZHA
SECONDARY SCHOOL CERTIFICATE (SSLC) MARCH 2015 ST JOSEPHS G.H.S.S ALAPPUZHA	MARCH 2015	ST JOSEPHS G.H.S.S ALAPPUZHA

## EXPERIENCE / INTERNSHIP

**HR EXECUTIVE INTERN - AASHMAN FOUNDATION, PANCHKULA HARYANA  
JUNE 2022 – SEPTEMBER 2022**

- ❖ Communicated with potential hires to provide clarity on expected task and policies.
- ❖ Managed recruiting and onboarding of interns in our organisation.
- ❖ Managed and collected records and files of interns with proper document.
- ❖ Maintained and organised filing system for confidential record.
- ❖ Assisted by interviewing interns for various department within in the organisation.
- ❖ Resolved troubleshoot of the interns that they faced.
- ❖ Maintained excel records of the interns.

## ACADEMIC CONSULTANT – AVODHA EDUTECH PVT LTD KOCHI KERALA

JUNE 2022 - OCTOBER 2022

- ❖ Acted as liaison between students receiving assistance and HRA.
- ❖ Efficiently and accurately scheduled students into courses.
- ❖ Maintained students course management records.
- ❖ Conducted course related personal counselling and academic advisement.
- ❖ Managed, informed and counselled students through both voice-to-voice and email contact for their career development.
- ❖ Worked directly and effectively with academic administrative staff and instructors in order to ensure student success.
- ❖ Communicated and collaborated with other academic advisors, working in a team environment.

### EXTRA - CURRICULAR

#### VOLUNTEERING

- Volunteered During Kerala Flood Relief.
- Volunteered As a Private Tutor In My Locality.

#### PARTICIPATION

- Winner Of Kerala NMMS Scholarship.
- Participated In PASSWORD Two Day Personality Development Camp.

#### CERTIFICATES

- Certificate Of Course Completion - PROFESSIONAL IN HUMAN RESOURCE
- Certificate Of Course Completion - HUMAN RESOURCE FOUNDATION
- Certificate Of Course Completion – DEVELOPING YOUR EMOTIONAL INTELLIGENCE

#### LANGUAGES

- ENGLISH
- MALAYALAM
- HINDI

