

RINSHA SALEEM

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OBJECTIVE

I am looking forward to working in an environment that encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately and aim to pursue challenging career tasks in customer service and exposure to a wide range of business environments.

EXPERIENCE

JAN 2023 – PRESENT

HR ASSISTANT

[UPDATES TRADING LLP PERINTHALMANNA]

- I am handling recruitment process ,conducting interviews and selection of employees
- Providing on the job training for employees
- Preparing payroll
- Keeping records of the employees
- Analysing the performance of the employees
- Maintaining the employee relation

SEP 2022- DEC 2022:

HR INTERN

[ZAIN BUILDERS PVT LTD PERINTHALMANNA]

- Prepared daily work schedules and assigned tasks to every employee.
- Preparation of payroll of employees
- Preparation of traveling allowance sub-contractors' payment

- Preparation of letters like additional work and deduction about client
- Calculation of employee's salary according to attendance standards
- Making quotations for the projects

EDUCATION

2020-2022: MBA – FINANCE AND MARKETING [ABDUL KALAM UNIVERSITY]

2019-2020: INTERNATIONAL AIR TRANSPORT ASSOCIATION (IATA) [AKBAR ACADEMY OF AVIATION]

2016-2019: BBA – FINANCE, [UNIVERSITY OF CALICUT] -60%

2014-2016: PLUS TWO, STATE BOARD -77%

2014: SSLC - CBSE – 82%

TRAINING AND PROFESSIONAL QUALIFICATION

- COMPUTER RESERVATION SYSTEM (CRS) – AMADEUS SOFTWARE
- AIRPORT TRAINING AT CIAL – COCHIN INTERNATIONAL AIRPORT
- NOBLE ACADEMY TRAINING AT COIMBATORE
- MBA POST GRADUATED
- BBA GRADUATED
- SOFT SKILLS COURSE UNDER NPTEL

COMPUTER KNOWLEDGE

- DATA ENTRY
- MS EXCEL

- MS WORD
- SOFTWARE OF ACCOUNTING { GENOVA }

VITALS

D/O: ABDUL KADER AND HAFSATH

DATE OF BIRTH: 12-03-1998

ADDRESS: PATTANI HOUSE

NEAR SCHOOL PADI THAZHE ARIPRA

ARIPRA PO PERINTHALMANNA, MALAPPURAM, 679321

MARTIAL STATUS: ENGAGED

DECLARATION

HEREBY DECLARE THAT ALL ABOVE MENTIONED INFORMATION ARE IN ACCORDANCE WITH THE FACT UP TO MY KNOWLEDGE AND I BEAR THE RESPONSIBILITY FOR THE CORRECTNESS OF THE ABOVE-MENTIONED PARTICULARS

RINSHA SALEEM