

KUTTUNGAL SHAMEER HAFSANA

D/O K.M.Shameer

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Gender:-female

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Language know:-

Hindi, English, Malayalam, Odia,Urdu, Telugu

CAREER OBJECTIVE:-

To seek a role which allows me to continue learning and perfecting my skills and also to secure a challenging position in a reputable organization to utilize and expand knowledge , learning ,and skill to support the growth of the company.

EDUCATION:-

EDUCATION	INSTITUTION	BOARD	CGPA	YEAR OF PASSING
MBA (HR and Hospital Management Specialization)	Gayatri Vidya Parishad college for degree and PG (A)	Andhra University	7.84	Currently Pursuing
BBA (HR Specialisation)	St.Joseph College for women (A)	Andhra University	7.91	2022
Intermediate (Science)	St.Antony's Higher secondary school	Board of higher secondary education Thiruvananthapuram	75%	2018
10th	Jamia Islamia Ashraful uloom E.M.School	Board of Secondary Education Andra Pradesh	8.0	2016

ADDITIONAL COURSES:-

COURSE	DETAILS
PROJECT MANAGEMENT FUNDAMENTALS	IBM Skills Build 29th July 2023
CONSUMER BEHAVIOUR	SWAYAM NPTEL, Online Jan 2022-Mar 2022 scored 75% with elite and silver
BUSINESS COMMUNICATION AND PRESENTATION SKILLS	St.Joseph's College for women (A) March 2021- April 2021 By Mrs.Vicky A.Hale , English language fellow US Department of state
EVENT MANAGEMENT	St.Joseph college for women (A) Vishakapatnam, July 2019-feb 2020 secured A grade

PROJECTS:-

TOPIC	DURATION /DETAILS	MAJOR FINDINGS/ SUGGESTIONS
STRESS MANAGEMENT	45 days (Oct 2023-Nov 2023) As part of my MBA curriculum with a specialization in HR, I have done this project at Care Hospital in Vishakapatnam.	The majority of respondents are aware of stress, attributing it to factors like insufficient staff and high workload. While stress levels vary, respondents generally believe stress positively impacts job performance. Suggestions include adjusting staffing levels, improving workload management, fostering communication, and promoting stress relief activities to enhance overall well-being and job satisfaction.
FACTORS AFFECTING VOTING BEHAVIOUR	6 months (Nov 2022-May 2023) I, along with a team of six members, successfully completed this project as part of the requirements for the MBA degree.	Voters mainly evaluate candidates through news obtain from social media. Ethical qualities, leadership experience, and a focus on country development are prioritized. While social media is a common platform for political expression, event attendance and long-term party membership are infrequent, with overall confidence in the fairness of political polls.
JOB SATISFACTION	1months (Aug 2021-Sep 2021), As part of my BBA curriculum with a specialization in HR, I have done this project at Green Park Hotel in Vishakapatnam.	The organization fosters a positive work culture through transparent HR practices, fair management, and strong welfare policies. Motivating employees with competitive pay, minimal supervision, and additional benefits, coupled with regular feedback surveys, promotes a supportive atmosphere. Recognition and appreciation for employee efforts contribute to increased confidence and productivity.

INTERNSHIPS:-

ROLE	Organisation	Duration
HR	Green Park Hotel Vishakapatnam	1 month (Aug 2021- Sep 2021)
HR	CARE Hospitals, Ramnagar ,Visakapatnam	45 days (Oct 2023- Nov 2023)

TECHNICAL SKILLS :-

- MS Excel
- MS word
- MS PowerPoint
- Canva

PERSONALITY TRAITS

- Time Management
- Adaptability
- Teamwork ability
- Organisational Skills
- Interpersonal skills
- self-motivated

VOLUNTEER AND COMMUNITY ENGAGEMENT:-

- Has been Class Representative during my first year of MBA
- Volunteer in college fest and events
- Participant in Swachhata massive cleaning program by NSS Regional Centre, Hyderabad
- Volunteer in Navy Marathon, Vishakapatnam (November 17, 2019)
- Participant in NSS special camp on the theme "Healthy Youth for Healthy India" from March 14, 2020, to March 20, 2020, in Vishakapatnam

ACHIEVEMENTS:-

- 2nd runner up in NIPM (National Institute of Personnel Management) HR Quiz 2023 in Chapter level (Visakhapatnam)
- 1st position in Hindi story writing competition in School Youth Festival
- A grade in Hindi story writing at sub-district level in Kerala School Kalotsavam 2016-2017
- 2nd prize in debate competition organized by Panchayat Samiti Office, Lamptaput, Koraput, Orissa during schooling