

# © 0552338431

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**Q** Dubai

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Nationality : Indian

Passport Number :T6892377

Visa Status : Visit Visa

DOB :09/08/1997

### **Technical skills**

- MS Office Tools
- MS Outlook
- Presentation skills

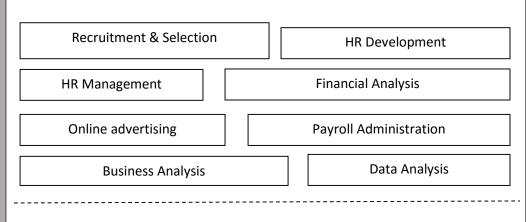
# **Personal Strengths**

- Quick learner
- Team player
- Good interpersonal skills
- Good communication
  skills
- Adaptable

# HASEENA P K

## Human Resources Professional

Diligent and versatile HR professional with 2+ years of hand on expertise in end to end HR functions. Also equipped with a success of record in building client relationships, business conversion and quality service delivery when working with highpotential organizations. Being a highly organized, dedicated and professional HR person with passionate about work and the responsibility, seeking for opportunities which can improve my potential and to contribute towards organizational growth and expansion.



# **Professional Work Experience**

#### Kyrgyz International (Bangalore, India) HR Assistant (06/2021 to 03/2023)

- Identifying the job vacancies, create ads posted it in various job portals.
- Collect resumes shortlist and forwarded to BOD for final interviews.
- Promptly following up and forwarding up and forwarding requests to relevant employees.
- Onboarding, training and development, performance management and employee administration and management.
- Trained and coached new employee when on boarding on matters such as company rules, regulations and safetystandards.
- Managed employee requests regarding Human Resources issues, rules and regulations.
- Managed company's hiring processes,
- Assisting in tasks such as creating job descriptions and selecting candidates.
- Ensured smooth running of operations by monitoring department activity and quickly resolving employee issues.
- Managed accurate and accessible employee data records.
- Administer payroll for employees
- Prepare reports weekly, quarterly and yearly
- Review company policies and procedures
- Make sure account balances are accurate
- Resolve payroll errors

#### Language proficiency

English : Excellent Proficiency

Hindi : Excellent proficiecny

Malayalam : Native Language

Arabic : Professional Working Proficiency

#### **Interests**

- Reading
- Travelling
- Interacting with people
- Listening to music

#### **Professional References**

1. Vinod Sreenivasan Assistant Professor Monti International Institute of Management Studeis Contact: +91 97680 08445

#### 2. Jasir P V

Assistant Professor Monti International Institute of Management Studeis Contact: +919605693266

#### **Declaration**

I do hereby declare that all the information furnished here, are true to the best of my knowledge and belief

Haseena P K

- Calculate payable hours, commissions, bonuses, tax with holdings and deductions
- Manage electronic time keeping system or manually collecting and review time sheets
- Provide information, and answer employee questions about payroll related matters
- Prepare, organize and store information in paper and digital form
- Dealing with queries on the phone and by email
- Greeting visitors at reception
- Manage diaries and schedule meetings
- Arrange/ manage post and deliveries

#### Motilal Oswal Financial Services Ltd.( Mumbai,India) Relationship Manager (04/2018 to 05/2019)

- Maintaining a positive, empathetic, and professional attitude towards customers at all times
- Responding promptly to customer inquiries
- Communicating with customers through various channels
- Acknowledging and resolving customer complaints
- Keeping records of customer interactions, transactions, comments, and complaints
- Communicating and coordinating with colleagues as necessary
- Providing feedback on the efficiency of the customer service process
- Managing a team of junior customer service
- Open demat account with both paper and paperless for entering to the world of stock market for the clients. Conversion of physical shares into electronic form.
- Modifications of demat accounts and the details.Performing various documentations.
- Assisting clients for recommendations of better stocks for investment and trading.Handling terminals in market hour
- Buying and selling of shares of the clients and monitor their funds and transactions.
- Completion of the process of POA, for easy transferring of amount from the bank of clients for avoiding the delays in paymentof purchasing of stocks.
- Deliver financial advice to clients, proposing short term and long term objectives for investment, stock trading with minimalrisk.
- Ensure maximum customer satisfaction by providing exceptional and personalized services to each clients.

#### **Projects & Internships**

- Worked as an Intern at KBPS (Kerala Books & Publications Society) from 04/2019 to 05/2019
- Completed internship in HR at Makos Infotech from 7/2020 to 09/2020
- Worked as an intern at Caletal Developers from 03/2020 to 05/2020
- A study on profitability and liquidity analysis with reference to Nagarjuna Construction
- A Study on the impact of Rera Act in the field of construction companies with reference to Caletal

#### **Academic Qualifications**

- Master of Business Administration (MBA) 2019- 2021 HR and Finance University of Calicut Score: B
- Bachelor of Business Administration (BBA) 2015- 2018 Finance University of Calicut Score: B

#### Achievements & Awards

- Was selected Coordinator of Business Plan Competition in National Level Management Fest in college
- Secured second position in best Finance Team
- Shortlisted and participated in Business Plan Competition

#### **Trainings & Workshops**

Attended online Human Resources training sessions:

- Theoretical and practical aspects of HR recruitment by Firoz Sait, Former operations head of Monster. Handling Middle Eastoperations
- HR Recruitment tools with special reference to Naukri by Rahul Renganath, Associate Vice President, Naukri. Handling Keralaand Tamilnadu