



0552338431

haseenapmoldutty@gmail.com

Dubai

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.

Recruitment & Selection

HR Development

HR Management

Financial Analysis

Online advertising

Payroll Administration

Business Analysis

Data Analysis

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 safety standards.
- 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 proficiecnny

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
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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
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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
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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 East operations
- HR Recruitment tools with special reference to Naukri by Rahul Renganath, Associate Vice President, Naukri. Handling Kerala and Tamilnadu