



## CURICULAM VITAE

### SAHLA. M

#### Profile

I'm a Human Resources Post graduate at University of Calicut who is looking for a position in HR department that will enable me to achieve skills that will enable to earn the position of an HR Coordinator

#### Academic Background

##### **Master of Business Administration**

2015- 2017 University of Calicut, Kerala

##### **Bachelor of Business Administration**

2011- 2014 – University of Calicut, Kerala

##### **High School**

2008 – 2013 – Mawarid Int'l High school, Jeddah, KSA

#### Career Snapshot

**HR Coordinator, Adhar Gold & Diamond**  
Dec 2017

Worked with managers and supervisors to develop and execute recruitment plans, ensure proper job postings, applications, interview process and maintenance of proper record

**Faculty in High school, Ish'ath CBSE public school 2018**

Worked as a guest faculty at a CBSE public school, Calicut Kerala

#### Key Strength

- Handling confidential employee information in a professional and respectful manner.
- Screening the candidate if they are fit for the particular role
- Experience of working with HR database
- Interpreting and Explaining HR rules, policies and procedures.
- Can perform a wide variety of administration jobs
- Evaluating performance.

#### Expert in

##### Human Resource Management

- HR processes
- Coordinating activities
- Personal record management
- Recruitment administration

##### Teaching Skills

- Preparing study materials
- Improves study habits of students
- Parent communications
- Maintaining proper records
- Conducting & Grading Exams

### Academic Achievements.

- Conducted a management meet called VISTA 2015 & Had a great success
- Active member of (NSS) National Service Scheme
- Team leader during the College youth festival.
- Coordinator of College Blood donation camp

### Projects

#### **MBA -**

##### **Main Project:** 4th Semester

- A comparative study of Chandrika Daily and Mathrubhumi Daily with reference to Chandrika Daily at Calicut, Kerala.

##### **Minor Project:** 3<sup>rd</sup> Semester

- “A study on level of stress and factor affecting stress” at Malabar Gold & Diamonds, Calicut, Kerala.

#### **BBA**

##### **Main Project:** 6th Semester


- A study on Employee satisfaction level with regards to welfare measures at Indus Motors, Calicut

### About Me

Date of Birth – 06 12 1992

Gender – Female

Birth Place – Kerala, India

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### **Languages**

- English
- Hindi
- Malayalam

### **Visa Status**

Husband sponsorship

### Interests

