
BABY SHAHANA

Recruitment Consultant

+971 562 970 288

shahanaahmedtp@gmail.com

OBJECTIVE

To adapt myself to the environment of the organization I work for, and perform to the best of my ability for the growth of the organization.

SKILLS

- ❖ Excellent interpersonal & communication skills.
- ❖ Proficient in Google Sheets, Google Docs and Google forms.
- ❖ Good at Microsoft Office tools.
- ❖ Able to organize leads using Hubspot CRM.
- ❖ Able to run successful email marketing campaigns.
- ❖ Quick learner and eager to learn new technologies and methodologies.
- ❖ Good team player and able to assist a team member with their tasks/duties, when necessary.
- ❖ Good video editing and image designing skills for marketing and sales purpose using Canva and other tools.

WORK EXPERIENCE

HRstride.COM - *Virtual Assistant*

June 2020 - Present

- Recruitment Consultant.
- Candidate screening and Process coordination.
- Customer support and CRM management.

EDUCATION

EKC Technical Campus – *BTech Electronics and Communications*

April 2017

University/Board: University of Calicut

Score: 7.15 CGPA

Regional Telecom Training Center, Trivandrum – *Data Networking*

January 2017

GHSS Karakunnu - HSE

April 2013

University/Board: State Board of Kerala

Score: 93 percentage

GHSS Karakunnu - SSLC

April 2011

University/Board: State Board of Kerala

Score: 94 percentage

EXTRA CURRICULAR ACTIVITIES

- ❖ Completed Fundamentals of Inbound Marketing course by Hubspot Academy.
- ❖ Designed and implemented a VPN in MPLS Network with MP-BGP.
- ❖ Published paper " VPN in MPLS with MP-BGP" in SSRG International Journal of Electronics and Communication Engineering (SSRG-IJECE-ICET-Part 1- March 2017).
- ❖ Attended International Conference on Emerging Trends in Engineering, Technology, Science and Management on March 24, 2017 at Aditya Institute of Technology, Coimbatore.
- ❖ Attended one day training program at INTERNETWORKZ, Bangalore on 18/12/2014.
- ❖ Participated in one day workshop on App Development at EKC Technical Campus, Manjeri.
- ❖ Attended one day workshop on HIGH ALTITUDE ROCKETRY by MRK Menon at EKC Technical Campus on 5/10/2016.

PERSONAL PROFILE

Date of Birth : 21/07/1995
Sex : Female
Father's Name : Ahammed T.P
Marital Status : Married
Spouse Name : Mr.Sajid T
Nationality : Indian
Languages Known : English, Malayalam and Basic Hindi

DECLARATION

I hereby declare that all the above mentioned details are true to my best of knowledge and belief.

Baby Shahana T P

Al ain- United Arab Emirates