



SAHLA

CONTACT

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Chekkath (house) Kavala mukatta (po) Kavala mukatta Pookkottumpadam Nilambur

OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

NEWGEN APPARELS

2-6-2022 - Till date

HR executive

- Maintaining current hr files and databases
- Entering data into hr databases
- managing payrolls and records
- New employee orientation
- Assit with payroll processes
- Supporting hr team
- Coordinate training sessions and seminars
- Maintains accurate and up-to-date human resource files, records, and documentation.
- managing company's recruiting, learning and development and employee performance programs.
- creating referral programs, updating HR policies and overseeing our hiring processes.

SKILLS

- Team building
- Problem solving
- Decision making
- Monitoring skill
- Organizational skill
- Training employees
- Complaint management
- Employee recor management
- Employees data manager
- Personal management

ACHIEVEMENTS & AWARDS

- Certified in procurement executive
- Certified in tourism and hospitality management

LANGUAGES

- Malayalam
- English

EDUCATION

DGMMES MAMPAD COLLEGE

2019

BBA Finance
75%

Commerce

2014-2016

+2
94%

PERSONAL DETAILS

Date of Birth : 12/12/1998

Nationality : Indian

Religion : Muslim

Gender : Female

SUMMARY

Skilled In human resource with background in human resources and administrative support. Reliable in handling diverse assignments and adapting quickly to different demands. Offers excellent writing abilities and dependable personality. Organised professional with excellent clerical skills. Possesses strong character profiling and interpersonal abilities.