



# SAHLA



## CONTACT

@ sahlajamshi98@gmail.com

9562802750

Chekkath (house) Kavala mukhatta  
(po) Kavala mukhatta  
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.