**RESUME**

**PARVEENA SHAIK**

**Email:parveena.shaik677@gmail.com**

**Mobile: 8790429677 / 7799504668**

**CAREER OBJECTIVE:**

To work in an organization that will provide a forum for both professional and individual growth and a challenging work environment that would help foster my skills.

**Professional experience : total exp. 12 yrs**

* Working as **ADMINISTRATIVE MANAGER WITH KL UNIVERSITY** from September -2018 till date
* Worked as a **OFFICER HR & ADMIN** WITH **NAVATA ROAD TRANSPORT (HEAD OFFICE)** from August – 16 to August – 18.
* Worked as **INCHARGE HR & ADMIN** WITH**AGRI GOLD FARM ESTATES INDIA PVT. LTD.** from Mar - 11 to May -16.
* Worked as **CUSTOMER SERVICE EXECUTIVE**WITH**FIRST SOURCE SOLUTIONS LIMITED.** From Aug - 2007 to Mar - 2011.

**Core competence**

* HUMAN RESOURCE MANAGEMENT
* PAYROLL & MIS
* RECRUITMENT
* INDUCTION
* JOINING FORMALITIES
* BACKGROUND VERIFICATION

Roles & Responsibilities at Navata:

**Summary -**

* Talent Acquisition & Management: Handling complete recruitment responsibility PAN India.
* Joining Formalities and Induction:
* Training & Development
* Employee Relations/Engagement
* Performance Management System
* Exit Formalities
* Preparation and maintenance of MIS related to HR
* Provide New Employee details to Payroll HR and Make Entries into Attendance register and into Bio Metric machine.

Roles & Responsibilities at Agri Gold farm Estate India Pvt. Ltd.:

* Secretarial Work.
* Familiar with Statutory Compliance
* Bank Reconciliation Statement.
* Preparation of Minutes and Minutes Book.
* ROC work.
* Maintenance of records.
* Vouchering

Roles & Responsibilities at First Source Solution Ltd :

* Handling Inbound (Prepaid, Post Paid) calls.
* Outbound (Postpaid) processes for Credit and Collections.
* Acted as mentor for new joinees.

**EDUCATIONal QUALIFICATION:**

* M.Com from SRR & CVR College, Vijayawada in 2007 with 70%.
* B.Com from Sarada Degree College, Vijayawada in 2005 with 62%.
* Intermediate from Sarada College, Vijayawada in 2002 with 60%.
* 10th class from SDA School, Vijayawada in 2000 with 60%.
* Post Graduate Diploma in Human Resource Management from Prabhas College Affiliated to AcharyaNagarjuna University in 2016.

**COMPUTER SKILLS:**

* Application Packages: Microsoft Office (Word, Excel, Power Point).
* Tally ERP 9
* Well versed with using internet

**PERSONAL PROFILE:**

**Father’s Name** : MahaboobShaik

**Date of Birth** : 12.10.1984

**Nationality**  : Indian

**Marital Status** : Single

**Address for correspondence** : D. No. 42-27-101,

AjithSingh Nagar,

Vijayawada, Krishna(Dt).

PIN: 520015

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**Declaration:** I hereby declare that the above provided details are true to the best of

knowledge and belief.

**(Parveena Shaik)**