

FARHANA BEGUM

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OBJECTIVE

A Management postgraduate in (Finance & HR), seeking a responsible career opportunity in an organization that provides ample opportunities to learn and to contribute.

PROFESSIONAL EXPERIENCE AS A HR

SRP Façade Engineer Pvt Ltd,

April 2020--TILL NOW

- ❖ Recruit candidate.
- ❖ HR needs to understand the organization's needs and make sure those needs are met when recruiting for new positions.
- ❖ Hire the right employees.
- ❖ Process payroll.
- ❖ Conduct disciplinary actions.
- ❖ Update policies.
- ❖ Preparing & submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management.
- ❖ Maintain employee records.
- ❖ Conduct benefits analysis.

SUMMER INTERSHIP

May 2019--- Mar 2020

- Worked as a invigilator/coding executive from board of intermediate education Hyderabad during lockdown.
- Worked as a HR internship with placements service private limited.

ACADEMIC QUALIFICATION

Year	Qualification	Institute	%/C.G.P.A
2016	MBA/PGDM (HR & Finance)	London management academy	63%
2013	B.com (gen)	Indira priyadarshini women's degree collage	71%
2010	Class XII (CEC)	MAM Model junior collage	79%
2008	Class X (SSC)	Vidya niketan high school	71%

Management and technical skills

Management skills

marketing management: marketing research, sales & promotions, interpersonal skills, digital marketing

retail marketing, and consumer behavior.

**Computer/IT
skills**

> **web tools:** basic knowledge of computer, MS office
Photoshop, Urdu in page.

ACADEMIC PROJECT

Trend analysis of retail banking at HDFC

Customer
focus risk
management
strong
process
variety of
products

- A project report on trend analysis of retail banking at HDFC bank.
- Bank, types of banks
- Company profile
- Over view of retail banking
- Data analysis and interpretation

CERTIFICATIONS

- Knowledge management connect program conducted by INDIRA PRIYA DARSHINI.
- The complete digital marketing certification by HYSE.
- Participated in a webinar on CRIMINAL INVESTIGATION & CHARGESHEET KLE collage of law.

PERSONAL DETAILS

Name	:	Farhana begum
Father Name	:	Mohd shabbir hussain
Date of birth	:	12/02/1994
Languages known	:	Hindi, English, Urdu and Telugu
Gender	:	Female
Religion	:	Muslim
Native place	:	Hyderabad
Address	:	H.No:8-3-169/466, HF nagar, borabanda, Hyderabad, telangana-500018.