



KHAMRUNNISA SHAIKH

HR EXECUTIVE



Female



8698662511



26/05/1999



khamrunnisaxec99@gmail.com



H:NO. 648, Nr. Sanjay Engg Shantinagar Vasco Da Gama Goa



To Secure a challenging position in a reputed organization to expand my learning, Knowledge and skills. To secure a responsible career opportunity to fully utilize my training and skills while making a significant contribution to the success of the company.

Work experience

Kamaxi Overseas Consulatants Verna Goa, HR Executive

APRIL 19, 2021 - NOVEMBER 22, 2021

Handled 12 cruise ships
On-boarding
Manning Apollo Group (Hospitality Sector)
Mobilization , Processing
Email Writing

Learnovate E-Commerce Pune Maharashtra, Recruitment Intern

AUGUST 8, 2020 - SEPTEMBER 07, 2020

Screening resumes
Shortlisting Candidates
Interviewing
Induction

The Fern Kesarval Hotel and Spa Verna Goa , , HR, Intern

MARCH 09, 2020 - MARCH 21, 2020

Intern in the HR department

Coconut Creek Resort Bogmalo Dabolim Goa, HR, Intern

APRIL 30, 2019 - JUNE 08, 2019

Understanding the policies and procedures applicable to all staff.
Seeing the initial paperwork required for all new joining staff both for the hotel and as per Labor Act .
Completing the official online smart card application through the Government's new Goa-online system portal.
Discussing with the staff their likes and dislikes and putting their ideas forward to the management.

Interests

Reading
Travelling
Singing
Socializing
Cooking
Gardening

Honors & Awards

2021: Awarded for Exceptional contribution in Kamaxi Overseas consultants and acknowledge a remarkable accomplishment in the services to the company and clients.

SKILLS

Friendly
Punctuality
Good Communication
Teamwork
Presentation Skills
Willingness to learn new things
Self Motivated
Positive Attitude
Dedication and trustworthiness
Quick Learner

Additional

Monginis Verna Goa, HR, Intern

APRIL 16, 2018 - MAY 26, 2018

Understanding the policies and procedures applicable to all staff.
Understanding the recruitment procedure from advertisement to interview and job offer .

PC Station Vasco, Intern

APRIL 16, 2018 - MAY 26, 2018

Understanding the policies and procedures applicable to all staff.
Understanding the recruitment procedure from advertisement to interview and job offer .

Education

MES. College of Arts and commerce , Zuarinagar, Bachelors
in Business Administration (BBA)

June 2018 - April 2020

BBA General
G.P.A = 7.53

MES. Higher secondary school , Zuarinagar, Computer
Science

June 2015 - March 2017

Rank - Distinction - 80%

**Full name of School - ST. Therese's High School Mangor Hill
Vasco Da Gama Goa**

- May 2015

Rank = First Class - 70%

Activities

Volunteer "The women chef of Goa ", Event Organized by
Navhind Times (2019) Taj Exotica Resort and Spa Goa
August 2019 -

Round Head of (Team Work) Lakshya 13.0, (2019) Goa MES
College National Level Management Event
January 2019 -

Paticipated in organizing Lakshya 12.0, (2018) Goa MES
College National Level Management Event
January 2018 -

Computer:

Word, Excel, Power point Presentation

Language:

English, Hindi , Konkani