



ALIMATH SHABNA

Bay Avenue, Business bay, Dubai

P : 0551172739
E : shabnamiqdhad@gmail.com
DOB : 16th January 2000

OBJECTIVE

I am extremely organized with the ability to prioritize as needed and think on my feet. My communication and interpersonal skills are exemplary allowing me to interact on a personal level with employees of all backgrounds and in various scenarios. I possess in-depth knowledge of employee law and am familiar with every aspect of the HR Executive role. I have been praised for my professionalism and grace under fire. I know I can bring this same level of superior service to the HR team.

EXPERIENCE

AMCO BUILDERS

2020 - 2021

HR Executive

EDUCATION

KANNUR UNIVERSITY

2021

Bachelor in Business Administration
Grades - **3.67**

BOARD OF KERALA

2018

Commerce
Grades - **80%**

SKILLS

Microsoft Office ,Internet savvy ,Organising ,Problem Solving ,Analysing ,Accounting ,Communication ,

INTERESTS

Learning , Ambitious , Problem Solving , Writing , Singing , Dancing

LANGUAGE

English , Malayalam , Hindi, Arabic

ADDITIONAL INFORMATION

I am confident you'll find me to be an outstanding candidate for your HR Department. Please do not hesitate to contact me by email or telephone with any questions or to set up an interview. I thank you for your time and am eager to hear from you.