**SHEENA**

**SHEENA.339266@2freemail.com** ****

**PG Diploma in HR with 4 years Experience**

Objective
To achieve professional excellence and develop leadership qualities.

Profile Summary

* Good presentation skills
* Good leadership qualities
* Good team player
* An extrovert, honest & trustworthy personality
* Good command over written & spoken English
* Sincerity, dedication and commitment towards any job

Academic Qualifications

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| --- | --- | --- |
| Course Name | School/University | Year of completion |
| PG Diploma in Human Resource | IILM, Lodhi road | 2010 |
| Bachelors in Commerce | Apeejay Institute, Guru Nanak Dev University, Amritsar | 2008 |
| 12th | Sumermal Jain Public School: Janakpuri, Delhi | 2005 |

Experience

**Ajman, UAE**

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**Hutchison Ajman Private Limited (HAJT)**

HAJT is a subsidiary of Hutchison Port Holdings (HPH). It is the world's leading investor, operator and developer with interests in total of 52 ports, spanning 26 countries through Asia, the Middle East, Africa, Europe, the America ad Australasia. On January 1,2012 HAJT took over management of Ajman port and Customs.

**Position : HR Coordinator**

**Period: 5 March,2013 till 3 July, 2014**

Roles and Responsibilities:

* Payroll processing of staff and workers in a software called GEMS
* Calculating overtime of workers
* Preparing full & final settlements (paid in cheque)
* Preparing leave salary (paid in cheque)
* Maintaining leave balance record
* Preparing monthly reports: Payroll reconciliation, summary by department, Cheque reconciliation reports for accounts department.
* Responsible for distribution of payslips
* Maintaining personnel files
* Completing joining formalities of new employees
* Updating employees record(new joiners, left employees, salary increment, change in department ) every day
* Assisted in screening resumes, telephonic interviews and lining interviews for secretaries & drivers position
* Processing yearly bonus to employees

**Delhi, India**

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**AVL India Pvt. Ltd.**

AVL is the world's largest independent company for development, simulation and testing technology of powertrains (hybrid, combustion engines, transmission, electric drive, batteries and software) for passenger cars, trucks and large engines.

**Position : Executive HR**

**Period: 3 May, 2010 till 31 December, 2012**

Roles and Responsibilities:

* Assisted the Director HR to rationalize the grading system
* Responsible for screening resumes and lining their interviews
* Responsible for Personnel file Management
* Assisted the HR Head in maintaining database like telephone, medical and LTA reimbursements
* Assisted the HR Head in Recruitment & Selection process.
* Responsible for day to day HR activities
* Conducting written test, telephonic interview and personal interview of eligible candidates
* Coordinate with consultants

Computer Intellect

* Basics - MS Office XP /Vista (Word, Excel, PowerPoint,Access)
* Environment - Windows 98.Windows Server 2000/2003/Windows XP/Windows Vista

Personal Information

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| Nationality | : | Indian |
| Marital Status | : | Married |
| Visa Status | : | Husband's Sponsorship |
| Place of Issue | : | Delhi |
| Date of Issue | : | 05-08-2015 |
| Date of Expiry | : | 04-08-2025 |
| Hobbies & interests | : | Painting, Dancing |
| Achievements | : | 1st prize in Bharatnatyam competition. Has performed in various temples. |
| Languages known | : | English, Hindi, Malayalam |

References available on request.