**Fathima**



Seeking HR Opportunities in UAE

 Fathima.384004@2freemail.com



**Summary** **Top Skills**



MBA Graduate with dual specialization in Human Resource Management and Marketing seeking HR jobs in UAE. Holds 1 year experience as Business Development Executive in an IT company. Seeking a challenging position in the industry to start my HR career, where i can apply my skills and ability, to utilize my interpersonal skills in order to maintain a motivated, productive, and goal oriented organization.



**Work experience**



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| --- | --- |
| Business Development Executive | 2017 - 2018 |
| Vinam Solutions Private Ltd, Calicut, Kerala, India |  |

Managing and building large email campaigns.



Gaining a clear understanding of customer's businesses and requirements.



Handling client queries with key focus on customer satisfaction.



Performing daily email marketing activities.



Liaising between customers and their existing and potential clients.



Acquiring new business through email marketing and cold calling.



Updating and maintaining the CRM system,



**Education**



|  |  |
| --- | --- |
| Master of Business Administration, MBA | 2015 - 2017 |

Farook Institute of Management Studies FIMS

Specialized in Human Resource Management and Marketing

Self Motivated



Decision Making



Leadership



Team Management



Emotional Intelligence



Customer Relationship Management



Client Handling



**Extra Curricular**



Integral member of the Save Water Campaign to raise awareness to preserve water.



Core committee member and creative department head of the intercollegiate National Level Management Meet ( FIMS CANVAS 2k16 -17) conducted by Farook Institute of Management Studies.



Lead a team as a house captain during school days.



Volunteered for events for social causes like Pain & Palliative Care, Run Kerala Run etc.



Won individual level championships in co-curricular activities.



Won several prizes for Mehendi / Henna designing competitions.



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| Bachelor of Business Administration | 2012 - 2015 |  |  |  |  |  |
|  | **Personal Hobbies** |  |  |  |
| University of Calicut |  |  |  |  |  |
|  |  | Creative Arts |  |  |  |
| Board of Higher Secondary Examinations, Kerala | 2010 - 2012 |  |  |  |  |
|  | Henna Artist |  |  |  |
| Auxilium Nava Jyoti School |  |  | Painting & Drawing |  |  |  |
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|  |  |  |  | **Languages known** |  |  |  |
| **Projects Done** |  |  |  |  |  |
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**PG Major**: Case study on The Impact of Customer Relationship Management on Customerloyalty at Eram Motors, Calicut.



**PG Minor**: Case study on Quality of Work Life of employees at M/s Smartak Footcare Pvt.



Ltd, Calicut.

**Degree**: A study to understand the Effectiveness of Training and Development with specialreference to M/s Fortune Elastomers Pvt. Ltd, Calicut.



English (Read, Write, Speak)



Malayalam (Read, Write, Speak)



Hindi (Read, Write, Speak)



Arabic (Read and Write)

