

SHEEBHA M

+91 8667491833 · sheebha1202@gmail.com · Madurai , Tamilnadu

SUMMARY

I am an outgoing, creative, goal-oriented, and resourceful person with a growing academic hunger. I take interest in human resources planning, conflict resolution, and societal dynamics to further my skills as an HR.

KEY SKILLS

- Process improvement
 - Strategic planning
 - Recruiting
 - Maintaing employee relationship
 - Analytical skills
 - Communication skills
 - Strong interpersonal skills
 - Proactive and self-motivated
 - Exceptional organisational skills
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PROFESSIONAL EXPERIENCE

AATZY Technology

DEC 2023 - PRESENT

HR EXECUTIVE

- Managing recruitment, employee engagement, and compliance while shaping its organizational culture.
 - Serve as a point of contact for employee inquiries, concerns, and grievances.
 - Assist in the development and implementation of performance appraisal systems.
 - Support career development initiatives and succession planning.
 - Assist in payroll processing and ensure accurate record-keeping.
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EDUCATION & CERTIFICATIONS

Master of Business Administration -8.86 CGPA

HR & Business Analytics

Kalasalingam University, Sriviliputhur, Tamil Nadu

-Leisure and Recreation Development Trend
Asian University, Taiwan

Bachelor of Information Technology - 7.10 CGPA

The American College, Madurai, Tamil Nadu

-Brand management & Sustainability
development -NPTEL

Fuscos matric Hr.sec school, Madurai , Tamil Nadu -
69%

-SAP -HRM(System, Application &
Products in Data Processing

PROJECTS

Title - Data Leakage Detection System

(Python, Mysql)

Duration - 6 months

Internship

Title – Employees Absenteism

AATZY Technology

Duration – 6 months

PERSONEL DETAILS

Name : Sheebha . M
D.O.B : 12-Feb-2002
Father's Name : M. Mohamed Rafick
Marital Status : Unmarried
Contact number : 8667491833

ADDRESS

4/1263 Vivekanandhar 5 th cross street,
Thasilhar Nagar,
Madurai-20
Tamil Nadu

DECLARATION

I certify that the information provided in this resume is true and accurate to the best of my knowledge.