



SHAIK GHOUSIA

WORK EXPERIENCE

APPONIX TECHNOLOGIES - HUMAN RESOURCES

MARCH 2025 – MAY 2025 (Remote)

HR Management System -I have hands-on experience in recruitment, selection, employee engagement, performance management, compensation and benefits, labour laws, and compliance. I'm proficient in HRIS, payroll management, and performance appraisal systems. I'm skilled at creating job descriptions, conducting job evaluations, and analyzing workforce needs. I've managed various stages of the employee lifecycle, including induction, orientation, onboarding, training and development, and performance appraisal. statutory compliance, including ESI, PF, HRA calculation, income tax calculation, and HR compliance checklists. This expertise ensures that organizations remain compliant with relevant laws and regulations.

CODEBIND TECHNOLOGIEES – FULL STACK WEB DEVELOPER

FEBRUARY 2025 –MARCH 2025 (Onsite)

Online Shopping Website -Develop an e-commerce website using HTML, CSS, JavaScript and PHP. E-commerce Platform -Create a platform for online stores, including product management, order fulfillment, and customer service. Adobe Photoshop and Adobe XD and Figma are Popular tools are used by for user experience (UX) and user interface (UI) design. Apache is a popular web server software that hosts websites on the internet. It receives requests from user's browsers and serves web pages, images, and other content. XAMPP/WAMP Server are Creating local development environments for testing and debugging Adobe. MySQL used for Storing and managing data using MySQL relational database management system.

MEPMA A.P – MICROFINANCE APPRENTICESHIP

MARCH 2024 – FEBRUARY 2025 (Onsite)

Auditing in MEPMA SLF groups of the Ministry of Housing and Urban Affairs indeed collaborated with the Reserve Bank of India(RBI) on DAY-NULM involves verifying financial transactions, loan disbursements, and SHG member data. By conducting regular audits, organizations can ensure transparency and accountability in financial management and promote informed decision-making. Tallying loans from various banks are Canara Bank, Union Bank of India, KDCC Bank, and Maharashtra Bank of India. Verifying loan disbursements and repayments to SLF, TLF, and SHG members. Wowgeni.shop is an e-commerce platform, and as a B2B platform, it would involve transactions between different stakeholders are Efficient transactions, Streamlined supply chain, Increased market reach. Livelihood Monitoring System of managing SHG member data, New SHG group formations, SHG enrollments, SHG Profiling, and entering details in the website. Attending meetings and conferences with officials from OBs, RPs, COs, CMM, IB, PD, and MLA.

SUMMARY

A versatile professional with extensive internship 1.5 years of experience in HR and Technology, microfinance, and R&D. Demonstrated proficiency in HR and analytics, financial accounting, digital marketing, and UX/UI design. Skilled in using tools such as Jira, Asana, MS Office, Tableau, Power BI, and Tally Lab. Adept at programming languages including HTML, CSS, JavaScript, Python, Java, C++, R and SQL. Career goal includes leveraging diverse skill set to contribute to innovative projects within dynamic organisations.

CONTACT

PHONE: +91 7995423693

LINKEDIN: <http://www.linkedin.com/in/shaik-ghousia-a44096360>

E-mail: ghousiahaik.6.2.9@gmail.com

SKILLS

Friendly, Positive Attitude
Team Collaboration
Computer skills
Customer Service

EDUCATION

SATHYABAMA UNIVERSITY (2022-2024)

Master of Business Administration ,
CGPA – 8.40

SATHYABAMA UNIVERSITY (2019-2022)

B.Sc – Biotechnology , CGPA - 8.68

Languages:

English (fluent)

Hindi (fluent)

Telugu (Native Speaker)

French (Intermediate)

Arabic (Intermediate)

Hobbies:

Casual Ches Player

Reading Books

Piano Playing

Cooking