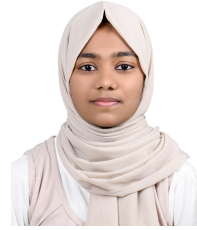


SHABANA FATHIMA J



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■ Visit Visa | ■ Passport No: C4565819

Professional Summary

Motivated MBA graduate specializing in HR & Finance, with experience in HR operations, recruitment, documentation, and accounting. Strong analytical and problem-solving skills with adaptability to dynamic work environments.

Work History

Assistant HR | Stella Nova Consultancy Pvt Ltd, Trivandrum | Sep 2024 – May 2025

- Managed HR documentation processes, ensuring accuracy and compliance.
- Conducted candidate interviews and assisted with recruitment.
- Provided guidance on visa processes for candidates and employees.

Assistant Accountant | Rajakumari Jewellery, Trivandrum | Aug 2023 – Jan 2024

- Maintained accurate financial records and supported day-to-day accounting operations.
- Handled inventory management, ensuring proper stock tracking.
- Processed billing and invoicing accurately and on time.

Human Resources Intern | Jio Infocomm Pvt Ltd, Trivandrum | 2022

- Conducted online examinations for shortlisted candidates.
- Assisted in preboarding by collecting and verifying ID proofs and certificates.
- Facilitated onboarding sessions, ensuring candidate readiness.

Human Resources Intern (Academic Project) | Candela Learnings, Technopark | 2023

- Conducted a study on the influence of quality of work-life on employee productivity.
- Monitored employees to evaluate work-life balance practices.
- Reviewed attendance records, identifying absentees and latecomers.

Education

MBA – HR & Finance | APJ Abdul Kalam Tech Univ | 2021 – 2023 | CGPA: 6.71

B.Com – Commerce with Computer Application | Univ of Kerala | 2018 – 2021 | CGPA: 5.89

Skills

Recruitment, Employee Engagement, Payroll, HR Documentation, Financial Records, Billing, Inventory, MS Office, Photoshop, Problem Solving, Communication

Languages

English, Malayalam, Hindi, Tamil, Arabic