



SAJMA SHANOOJ

+91 9946636131 sajmashanooj1989@gmail.com Trivandrum, Kerala, India

ACADEMIC CREDENTIALS

B. Ed IN NATURAL SCIENCE

- Kerala University

MASTER OF PUBLIC ADMINISTRATION

- St. John's College
- Kerala University

BACHELOR'S DEGREE IN ZOOLOGY

- SN College
- Kerala University

HIGHER SECONDARY

- S N V H S S
- Board of Higher Secondary Examination, Kerala, India

SSLC

- Board of Public Examination, Kerala, India

AREA OF EXPERTISE

- Recruitment and Talent Acquisition
- HR Policies and Compliance
- Subject Knowledge
- Assessment and Evaluation
- Classroom Technology
- Employee Engagement
- Health and Safety
- Data and Analytics

COMPUTER PROFICIENCY

MS Office	★★★★★
DCA	★★★★★
Internet & Email	★★★★★

CAREER ABRIDGEMENT

Experienced in teaching and HR support, this candidate aims to transition into HR roles within the GCC region. With expertise in teaching, recruitment, employee relations, and compliance, they offer a unique blend of skills to drive organizational growth and talent management. Thriving in collaborative environments, they are eager to contribute to the dynamic HR landscape of the GCC. Their background aligns with your HR firm's needs.

KEY SKILLS

Team Work

Work Ethic

Classroom Management

Leadership

Record Keeping

Recruitment Support

Interpersonal ability

Detail Oriented

Punctual

Quick Learner

Hardworking

Analytic Skills

EMPLOYMENT CHRONICLE

PRT TEACHER (SCIENCE AND SOCIAL SCIENCE) | 1 Years

HOLY INNOCENTS PUBLIC SCHOOL, KERALA, INDIA

KEY RESPONSIBILITIES

- Teaching the curriculum for these subjects.
- Managing the classroom and maintaining discipline.
- Assessing and evaluating students.
- Preparing teaching materials and resources.
- Communicating with parents.
- Continuing professional development.
- Participating in extracurricular activities.
- Ensuring the safety and well-being of students.
- Keeping accurate records.
- Collaborating with colleagues and upholding professional ethics.

HR ASSISTANT | 5 Months

GOOD SHEPHERD CONSULTANCY, KERALA, INDIA




KEY RESPONSIBILITIES

- Assisting in recruitment.
- Onboarding and orientation of new employees.
- Managing employee records and benefits administration.
- Handling leaves and attendance records.
- Supporting payroll processing.
- Engaging in employee engagement initiatives.
- Coordinating with external HR service providers.

LANGUAGES KNOWN

English	<div></div>	100 %
Malayalam	<div></div>	100 %

INTERESTS

		
Songs	Travelling	Reading

REFERENCE

- Available upon request

- Maintaining strict confidentiality.
- Generating HR reports.
- Documenting HR-related paperwork.
- Addressing employee inquiries and concerns.
- Coordinating training and development programs.
- Ensuring compliance with HR policies and regulations.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender	: Female
Date of Birth	: 22-05-1989
Nationality	: Indian
Marital Status	: Married
Passport Number	: W7789164
Permanent Address	: Karode Veedu Kulamuttom, Pin: 695144 Trivandrum, Kerala, India

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

SAJMA SHANOOJ