



SHAFROS KHAN A RAJA

PROFILE

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

CONTACT

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Doha , Qatar

EDUCATION

2022 - 2024

ANNA UNIVERSITY

- Master of Business Administration (Hr and Marketing)

2019 - 2022

ALAGAPPA UNIVERSITY

- Bachelor of Commerce (General)

SKILLS

- Self motivated and hardworking
- Public Relations
- Teamwork
- Time Management
- Collaborative problem solver
- Effective Communication
- Critical Thinking
- Quick learner

LANGUAGES

- English (Fluent)
- Tamil (Fluent)
- Hindi (Basics)

TECHNICAL SKILLS

- Ms office , Ms excel
- IBM SPSS

VISA STATUS

- TRANSFERABLE VISA / QID

DATE OF BIRTH

11:11:2001

WORK EXPERIENCE

Sri Bhagiyalakshmi Travels Branch Manager

JULY 2024 - NOVEMBER 2025

- Oversaw day-to-day operations for intercity and intracity bus services, ensuring smooth scheduling and dispatch, and Handled ticket booking operations using some software ensuring accurate seat allocation and timely cancellations/refunds.
- Maintained detailed records of daily bookings and reconciled accounts at the end of each shift and Supervised a team of staff members, coordinated with drivers and conductors to manage punctual departures and arrivals.
- Ensured all financial transactions, including cash and digital payments, were accurately documented and aligned with company policies and Generated weekly and monthly financial statements for head office reporting and Provided excellent customer service, resolving passenger inquiries and complaints effectively.

Hr Intern

March 2024 - June 2024

Project Title:

A Study on Employee Absenteeism in Parveen Travels pvt lmtd , Chennai.

- Supported onboarding activities, including preparing orientation materials and facilitating new hire paperwork.
- Actively sought feedback from new employees regarding their onboarding experience and used this information to recommend and implement improvements, enhancing overall satisfaction.
- Developed and distributed onboarding materials, such as handbooks and training guides, tailored to enhance the new hire experience and ensure clarity in company policies and procedures and Basic background checks and supported to the managers in day to day activities.

Raj Building Solutions

August 2024

Internship

Project Title:

An Organization study of Raj Building Solutions, Ramanathapuram

- The study aims to provide hands-on exposure to the practical applications of business operations within the organization.
- It will primarily focus on gaining a comprehensive understanding of the structure, functions, and interdepartmental processes of various departments.

CERTIFICATION AND AWARDS

- Participated Football Match in Zonal and Government Centric Level .
- Got First prize in Football Goal Keeper in District Level .