

SHAHMA M S

HR & Finance Professional

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PROFESSIONAL SUMMARY

Entry-level HR & Finance professional with practical internship experience in recruitment support, onboarding coordination, attendance management, and HR documentation. Holds an MBA in Human Resource & Finance with strong knowledge of HR operations, payroll inputs, and employee record management. Proficient in MS Office, SAP, and QuickBooks with strong organizational skills, accuracy in data handling, and the ability to manage multiple administrative tasks. A fast learner with strong communication and teamwork abilities, committed to supporting smooth HR operations in a professional environment.

AREAS OF INTEREST

Recruitment & Talent Acquisition | HR Operations & Administration | Payroll Support & Attendance Tracking Office Administration & Coordination | Learning & Development Support | Data Entry & HR Reporting

PROFESSIONAL EXPERIENCE

Internship – HR Department | 3 Months

02/05/2025 – 04/08/2025

Aster MIMS, Kottakkal, Kerala, India

- Assisted in recruitment tasks including resume screening, interview scheduling, and candidate communication.
- Supported onboarding activities, assisted with document verification, and coordinated induction sessions.
- Prepared HR letters such as offer letters, appointment letters, and employee confirmation documents.
- Coordinated attendance and leave updates, and supported in timesheet tracking and verification.
- Assisted in organizing employee engagement programs, events, and internal communication activities.
- Handled basic employee queries and redirected concerns to the respective HR personnel.
- Supported monthly HR reports, payroll inputs, and data entry tasks.
- Assisted with maintaining confidential files, documentation, and departmental records.

EDUCATION & CERTIFICATIONS

- **MBA in Human Resource & Finance** 2023 - 2025
Srinivas University, Mangalore
- **Bachelor of Arts – English Literature** 2019 - 2023
Lakshmi Narayana Arts and Science College, Thrissur, Kerala

PROFESSIONAL SKILLS

- Recruitment support and interview scheduling
- Employee onboarding and document handling
- Payroll assistance and data entry
- Maintaining employee records and files
- Basic financial analysis and budgeting support
- MS Office (Word, Excel, PowerPoint)
- SAP, QuickBooks, Tableau
- Generating and maintaining HR-related reports
- Email drafting and professional communication
- Communication skills
- Teamwork
- Problem-solving
- Time management
- Quick learner
- Adaptability
- Attention to detail

ADDITIONAL INFORMATION

- Nationality : Indian
- Languages Known : English, Hindi, Tamil, Malayalam
- Availability : Immediate