

FEZMIN MUBARAK

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PROFESSIONAL EXPERIENCE

SUMMER INTERNSHIP REPORT

V GUARD INDUSTRIES VENNALA

September 2022-November 2022

- Worked in Corporate Talent Acquisition team.
- Coordinated and administered a team of 8 employees
- Covered all 3 steps of the hiring process and End to End recruiting including sourcing, screening resumes, scheduling interviews, Recruiting, onboarding, and communicating with candidates.
- A deeper understanding of the Deltek Applicant Tracking system; assistance on 14+ job searches.
- Assisted in the releasing of at least 10 offer letters & over 20 kits.
- Schedule more than 30 interviews and selection processes.
- A deeper understanding of the ATS Deltek system, where requisitions are created and maintained. used recommendations and the job board Naukri to find eligible candidates.
- Finalized applicants are brought on board through the Digi Desk interface and are required to complete a secondary application.
- Further corporate partnerships with 25+ hotels (hotel mapping).
- Learned about the V-GUARD employee portal

RELIANCE RETAILS

May 2022

EDAPPALLY

- Helped in meeting sales goal of by performing above average in all positions throughout the store, frequently assisting front-line staff in satisfying more than 10 customers.
- Completed as many as 10 customer service and customer care program, Talked to more than 500 customers.
- Responded to an average of 50 customer inquiries per day via phone and email, resolving issues quickly and efficiently to maintain high levels of customer satisfaction.

ACADEMIC VOLUNTEERING AND PROJECTS UNDERTAKEN

Innovative Work Behavior and Career Development Among IT Sector Employees

May 2023

- The study aimed to determine the extent to which an employee can apply their innovations and ideas in their jobs, resulting in achieving appreciation and advancement in their careers.
- The survey was conducted in between 150 employees in IT sector employees.

Organisational Study

Nov2022

- Studied the functioning pattern of V-GUARD
- V-GUARD has 9 factories and 32 branch offices and 20+product categories

- The employee strength is 2556
- Generated help in more than 30+ vacancy closing

Participated In the NRLM'S Rural Sensitization Program

July 2022

- The main aim of survey was to collect data regarding the different Kudumbashree working in that area. And to collect information on any issues seen, a group of four a team.
- On the 5-day program, different areas of Thirunelly Grama Panchayat were stop by, covering 100 hamlets.

Online purchasing habits in College students

January 2021

- Led a survey and quantitative analysis to better understand the various online shopping behaviours of college students, The study was overseen for 100 students.
- The study found that more than 75% of students depend on or support online platforms.

EDUCATION

YEAR	DEGREE	BOARD/UNIVERSITY	%
2021-2023	MBA	Bharata Mata Institute of Management	Graduated
2017-2021	B. Com	Ilahia College Of Arts& Science	52.4%
2015-2017	HSC	Kerala Higher secondary	71%
2015	SSC	C.B.S. E	80%

SKILLS & OTHER

ADDITIONAL

- **Technical Skills:** M.S Office, Applicant Tracking System (ATS)
- **Languages:** Fluent in English, Hindi, and Malayalam

AWARDS AND ACHIEVEMENTS

- Best performer in Mahindra Pride Training Program.

PERSONAL DETAILS

- Date of Birth :19-05-1999
- Contact No: +971506148600
- Address: Abdul Aziz Al Majid Building, B Block, Flat no: 804, Abu Daniq (Bu Danig) Sharjah, near Aster hospital & Mega mall
- Visa Status: Fathers Sponsorship