

UMME HABIBA

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OBJECTIVE

Motivated B.Com graduate with a strong foundation in Finance & Accounting, eager to begin my career in human resources. I demonstrate excellent communication, research, and organizational skills, with experience analyzing candidate challenges and proposing solutions. Known for quick learning, reliability, and a positive attitude, I aim to contribute to a people-focused work environment.

EDUCATION

2022 - 2025

Bachelor of Commerce - B.Com

Shri Shikshayatan College - Kolkata, West Bengal

Studied Financial Accounting, and Cost Accounting, Organizational Behaviour, Business Communication, Labour Laws, Financial Accounting, and Cost Accounting, building a clear understanding of Human Resource Management, through coursework.

PROJECTS

Researched Issues Faced by fresher Candidates While Applying for Jobs

- Collected over 50 responses from freshers across the corporate sector within 48 hours to understand challenges in the job application process.
 - Analyzed and identified common issues faced by candidates, including gaps in resume building, interview preparation, and understanding JD alignment.
 - Found that freshers particularly face knowledge gaps in applying for jobs effectively.
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SKILLS

- MS OFFICE (WORD, EXCEL, POWERPOINT)
 - COMMUNICATION & INTERPERSONAL SKILLS
 - FINANCIAL ACCOUNTING
 - TIME MANAGEMENT AND TEAMWORK
 - PROBLEM-SOLVING
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ACHIEVEMENTS

- PARTICIPATED IN COLLEGE SEMINAR
 - VOLUNTEERED FOR REGISTRATION MANAGEMENT DURING COLLEGE FEST, HANDLING STUDENT DATA AND QUERIES
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LANGUAGES

- ENGLISH
- HINDI
- URDU