

ARSHIYA SADAQ S A

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Objective

A recent MBA graduate with Finance & Human Resources expertise, seeking entry-level positions to apply my knowledge and skills in a dynamic work setting for the growth of the company.

Education

SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY, Chennai, India Master of Business Administration (Finance & HR) CGPA: 8.3/10.0	2022 – 2024
SATHYABAMA INSTITUTE OF SCIENCE AND TECHNOLOGY, Chennai, India B.com (General) CGPA: 7.9/10.0	2019 – 2022
BLESSINGS MATRICULATION HR. SEC. SCHOOL, Chennai, India Grade – XII Percentage: 71.05%	2018 – 2019

Experience

Indirect Purchasing Intern BMW INDIA PRIVATE LIMITED, Chennai, India	Jan 2024– Apr 2024
<ul style="list-style-type: none">I assist with communicating with Suppliers for Vendor Code Creation, NDA and MSA and maintaining the following documents and also, I assist with Supplier Scouting for Various departments.	
Human Resources Intern SATHYABAMA UNIVERSITY PLACEMENT CELL, Chennai, India	Apr 2023 – Sep 2023
<ul style="list-style-type: none">Gained Valuable experience as an HR intern in the placement cell at Sathyabama University, where I successfully sourced and facilitated placements for Various departments.	

Skills

- Tally erp9
- Tally Prime
- MS office
- Sourcing
- Recruiting
- Talent Acquisition
- Leadership
- Employee Relation
- Accounting
- Communication

Certification

Diploma in Banking and Financial Services
ANJALI COMPUTER EDUCATION, Chengalpattu, India