# AMIDA

Kerala, India | +91 9847646210 | amidasaleem05@gmail.com
LinkedIn: linkedin.com/in/amida7

## PROFESSIONAL SUMMARY

MBA graduate in Human Resource Management with a BBA in Finance and internship experience in financial processing, reconciliation, records management and compliance. Built a self-initiated portfolio of 12 HR case studies and supporting work products across recruitment, ATS workflows, onboarding, payroll, Indian labour compliance, employee data privacy, engagement and workforce analytics. Research interests include AI-enabled recruitment, algorithmic bias, HR automation and people analytics. Open to entry-level HR roles; available for on-site, hybrid or remote opportunities.

## CORE COMPETENCIES AND TECHNICAL SKILLS

**HR Operations and Talent Acquisition:** Recruitment coordination, sourcing, Boolean search, job descriptions, structured interviews, weighted screening scorecards, ATS workflows, onboarding, hire-to-retire processes, probation, performance management, employee engagement, HR helpdesk and SLA tracking.

**Compliance, Payroll and Employee Services:** Indian Labour Codes, EPF, ESI, TDS, gratuity, bonus, POSH, maternity benefits, equal remuneration, payroll inputs, final settlement processes, statutory documentation and Digital Personal Data Protection (DPDP) principles.

**HR Analytics and Technology:** Advanced Microsoft Excel, Power BI (coursework and dashboarding), SQL (basic data cleaning and deduplication), Python (basic), Google Sheets, Tally ERP, workforce dashboards, attrition analysis and compensation benchmarking.

**HR Systems and AI:** ATS and HRIS workflow concepts; Workday, SAP SuccessFactors and Greenhouse pipeline stages (conceptual understanding); AI-enabled recruitment concepts, screening logic and responsible AI guardrails for HR.

**Professional Strengths:** Cross-functional coordination, process documentation, research, data organization, communication and stakeholder coordination.

## SELF-INITIATED HR PORTFOLIO PROJECTS

12 case studies with downloadable work products. All projects use synthetic or fictional data; no real employer, client or candidate data is used.

- **Recruitment and HR Technology:** Created a mock HR Operations hiring kit with a job description, four Boolean search strings, a six-criterion weighted screening scorecard (100 points) with bias safeguards, 10 structured interview questions with rubrics and four candidate email templates. Designed an interactive five-stage ATS pipeline (Applied to Hired) with scorecard totals and candidate-consent tracking using fictional profiles.
- **Onboarding, Employee Lifecycle and Performance:** Built a 30-60-90 day onboarding plan, Day-1 checklist, joining/exit flows, a 10-item HR/IT/Finance hand-off matrix and a nine-item SLA tracker distinguishing statutory requirements from proposed targets. Tested the process in a three-joiner tabletop simulation (19/21 checks met; three process fixes identified). Also created a 12-month probation/appraisal calendar, review form with rating anchors and manager guide to SBI feedback and five common rating biases.
- **Payroll and Compensation:** Developed an interactive salary-structure explainer modeling the Labour Codes 50% wage rule (illustrative change: monthly wages from INR 20,000 to INR 25,000; employee PF from INR 2,400 to INR 3,000; five-year gratuity from INR 57,692 to INR 72,115). Compiled a payroll input checklist for joiners, leavers, attendance, overtime and variances with a statutory due-date tracker. Defined a compensation benchmarking method using outlier removal, P25-P75 pay bands, compa-ratio and internal-equity checks.
- **Labour Law, Compliance and Data Privacy:** Authored a 12-sheet Excel reference covering EPF, ESI, salary TDS, gratuity, bonus, POSH, maternity benefits, equal remuneration, appointment letters, working hours, leave, overtime, final settlement and record keeping (reviewed Oct 2026). Prepared a four-Labour-Codes brief, HR action list, state-rules tracker and six-clause sample leave/overtime policy redline. Wrote 10 employee/candidate data-handling rules aligned to India's DPDP framework.
- **HR Analytics:** Cleaned a 51-row synthetic workforce file to 50 records using SQL (deduplication, label and date standardization); created a data dictionary, 77-formula Excel summary, interactive dashboard and insights memo. In the sample, 7 of 12 employees with engagement scores below 3.2 had left (58%), compared with 3 of 38 other employees (8%).
- **Employee Engagement and Learning:** Designed a 12-question anonymous pulse survey with consent notice, favorability/eNPS analysis method, a minimum reporting group size of five and an action-plan template. Created a 10-minute, eight-scene DPDP micro-learning module with a five-question quiz and a four-level Kirkpatrick evaluation plan.
- **Employee Relations and HR Helpdesk:** Drafted a 25-FAQ knowledge base across seven categories, a tiered escalation matrix with response/resolution targets, and a six-prompt library with eight guardrails for responsible AI use in HR.

## EDUCATION

**Master of Business Administration (MBA), Human Resource Management |** Amity University Online, Noida | Jul 2024 - Jul 2026 | CGPA: 8.27/10

**Bachelor of Business Administration (BBA), Finance |** St. Joseph's College (Autonomous), Devagiri, Calicut; University of Calicut | Sep 2020 - May 2023 | CGPA: 6.58/10 | First Class

**Higher Secondary Education (Classes XI-XII), Computer Commerce |** SKMJ HSS Kalpetta, Board of Higher Secondary Examinations, Kerala | Jul 2018 - Jul 2020 | 91.4%

**Secondary Education (Class X), CBSE |** Kendriya Vidyalaya Kalpetta | Apr 2017 - May 2018 | CGPA: 8.0/10

## WORK EXPERIENCE

**Finance Executive Intern** | Dr. Moopen's Medical College (Aster DM Healthcare), Wayanad | Oct 2023 - Feb 2024

- Processed financial transactions and maintained records for 700+ students using Tally ERP and Microsoft Excel, including cash-flow tracking and bank/branch reconciliation.
- Organized and consolidated five years of historical financial records (2018-2023) to support the institution's NAAC accreditation audit.
- Followed financial compliance requirements and coordinated with administrative teams to maintain accurate records and support day-to-day operations.

## ACADEMIC RESEARCH PROJECTS

- **Master's Dissertation - Data-Driven Decision Making: How AI Recruitment Techniques Enhance Efficiency and Reduce Bias |** Amity University Online | Apr 2026 - May 2026. Investigated AI recruitment tools across the hiring lifecycle under faculty guidance; evaluated time-to-hire, cost-per-hire, screening speed and recruiter workload; examined algorithmic bias relating to gender, age, ethnicity and background; and developed a conceptual framework connecting AI recruitment with hiring efficiency, bias reduction and candidate quality.
- **Master's Minor Project - Impact of AI, Automation and Analytics on Recruitment and Talent Management |** Amity University Online | Nov 2025 - Dec 2025. Conducted secondary research on automation, predictive analytics and chatbots in HR; synthesized industry case studies reporting 30%-75% time-to-hire reductions from AI resume screening and candidate matching (results varied by source); and proposed low-risk pilots such as role-specific screening and HR analytics dashboards.
- **Bachelor's Project - Work-Life Balance of Women Employees in the IT Sector, with Special Reference to Calicut Cyber Park |** St. Joseph's College (Autonomous), Devagiri, Calicut | Jan 2023 - Mar 2023. Conducted a questionnaire study of 35 women professionals on working hours, workload and caregiving responsibilities; analyzed demographic and organizational support factors related to well-being, job satisfaction and productivity; and recommended flexible work, parental leave and wellness initiatives to support retention and workplace gender equality.

## LEADERSHIP AND ACTIVITIES

- **Finance Committee Coordinator, NIRVANA'22 (National-Level Inter-Collegiate Management and Cultural Fest) |** St. Joseph's College (Autonomous), Devagiri, Calicut | Dec 2022 - Feb 2023. Coordinated budgeting, financial operations and resource allocation; worked with student teams and faculty under event deadlines; received a formal faculty recommendation.
- **Executive Member, Young Communicators Club (YCC) |** St. Joseph's College (Autonomous), Devagiri, Calicut | Jan 2021 - Mar 2023. Planned communication-focused student programs, campus events and public-speaking initiatives; recognized by the Head of Department for conduct, interpersonal skills and co-curricular contributions.

## CERTIFICATIONS

Google Data Analytics Professional Certificate | Google | Sep 2026 | Credential ID: PY4QR2D09UQW

Business Analysis and Process Management | Coursera | Sep 2026 | Credential ID: G5J4LX6ZWZON

Leadership and Motivation in Organization | Amity University Online | Jun 2026 | Credential ID: 86KHoVCjlx

Strategic Human Resources Management | Amity University Online | Jun 2026 | Credential ID: Uwe6t8wQaB

Practical E-Filing of Income Tax, GST, TDS and Provident Fund | Expert Gyaan | Mar 2023 | Credential ID: DVPREF22034

Analyzing and Visualizing Data with Microsoft Power BI | ESTUDO School of Skills | Mar 2022 | Credential ID: DVMPBI21039

Basic and Advanced MS Excel Applications in Business | LeAF | Mar 2021 | Credential ID: DVEXAB20240

## LANGUAGES

**English** (Full Professional Proficiency) | **Malayalam** (Native/Bilingual) | **Hindi** (Professional Working Proficiency) | **Tamil** (Limited Working Proficiency)