

Farhat Begum

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Professional Summary

Results-driven HR professional with an MBA in Human Resources and hands-on experience in recruitment, onboarding, payroll assistance, and HR operations. Proven ability to support employee relations, coordinate onboarding processes, and implement HR policies. Seeking a full-time HR role in the UAE to leverage my skills in a dynamic and diverse work environment.

Education

MBA in Human Resources - Shadan Institute of Management Studies, 2024

B.Com (Computers) - Shadan Degree College for Women, 2022

Intermediate (MEC) - Shadan Junior College for Girls, 2019

SSC - Gowtham Vidyalaya High School, 2017

Experience

HR Intern - Bitcoin India Software Services (Jan 2025 - Mar 2025)

- Conducted end-to-end recruitment and onboarding for multiple roles
- Managed documentation and employee records
- Assisted with payroll processing and implemented HR policies
- Coordinated employee engagement initiatives and training sessions
- Supported exit formalities and general HR operations

SDS Associate - Amazon Development Center Pvt Ltd (Aug 2023 - Mar 2024)

- Resolved customer queries and tracked shipment progress
- Provided delivery updates and optimized logistics communication
- Ensured timely coordination and accurate shipping support

Skills

- Recruitment & Onboarding
- Employee Engagement & HR Documentation
- Payroll Assistance
- MS Office (Word, Excel, PowerPoint)
- Customer Experience

- Data Entry (Numerical and Alphabetical)

Languages

English, Hindi, Telugu

Interests

Traveling, Photography