

Khawajasabila2@gmail.com
Chhatarpur Delhi

Skills

- Fundamental Leadership skills
- Creativity & originality
- Adaptability & Flexibility
- Interpersonal skills

Education

01/2024

MBA:

Cluster University Of Srinagar

Division: Ist

01/2021

BBA:

Cluster University Of Srinagar

Division: Ist

01/2016

HSC:

Govt Higher Secondary School

Amirakadal

Division: Ist

01/2014

SSC:

New Era Public School

Division: Ist

Websites, Portfolios, Profiles

- https://www.linkedin.com/in/sebilamanzoor?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=ios_app

Sebila Manzoor

Summary

Recent MBA graduate with a focus on Finance and Human Resources. Skilled in financial analysis, budgeting, and forecasting, along with talent management, employee relations, and team building. Strong problem-solving abilities and a keen eye for data-driven decision-making. Eager to apply knowledge of finance and HR to help businesses grow and improve performance. Quick to adapt, work in teams, and contribute to company goals.

Professional Experience

Jammu & Kashmir Bank - Finance Intern

Srinagar, Delhi

04/2023 - 05/2023

- I utilized credit reports and historical financial data to determine the creditworthiness of potential borrowers
- I worked collaboratively with a team of credit officers, analysts, and managers to collectively make informed lending decisions
- I contributed to the decision-making process by providing well-reasoned recommendations based on thorough credit assessments

Comtech Info Solutions Pvt Ltd. - HR Intern

Srinagar, Delhi

02/2020 - 03/2020

- I Conducted initial screenings to assess candidates' qualifications, skills, and cultural fit
- I Provided timely updates and feedback to hiring managers throughout the recruitment process
- I Maintained accurate and organized documentation of recruitment activities

Custom

I hereby declare that the information provided above is true and accurate to the best of my knowledge.

Languages

- Kashmiri
- English
- Urdu

Personal Information

Date of Birth: 08/10/98

Gender :Female

Martial Status: Single

Phone:8493909912