

# Syed Rehamunnisa Begum

LinkedIn : [www.linkedin.com/in/syedbegum](https://www.linkedin.com/in/syedbegum)

Email : syedbegum248@gmail.com

Mobile : +91 6304886093



## SKILLS SUMMARY

- **Technical Skills** : MSWord, MS Excel, MS PowerPoint, Python, Tableau
- **Soft Skills** : Leadership, Negotiation, Effective Communication, Emotional Intelligence, Creative Thinking

## INTERNSHIP

### HR Intern| LifeNatPhil

Jun'2024 - Sep'2024

- Sourced and screened **300+ candidates** for roles such as Content Writer, Graphic Designer, and HR Intern via platforms like LinkedIn and internship portals
- Conducted virtual interviews for **70+ applicants** over 2 months, ensuring professionalism and timely feedback
- Shortlisted **23 candidates** and successfully **onboarded 20** into various internship roles across departments
- Managed end-to-end candidate communication, including follow-ups, status updates, and onboarding support

### HR Intern| Radiare Software

May'2024 - Jun'2024

- Sourced and screened **150+ candidates** for intern-level roles across departments such as HR, Marketing, and Tech
- Conducted **40+ interviews** and shortlisted **18 candidates** based on skill alignment and team requirements
- Onboarded **12 interns**, ensuring a timely documentation and induction process
- Created **detailed reports** and a professional PowerPoint presentation to document hiring outcomes and recruitment metrics

## PROJECTS

### Company Credit Rating Model for IT Firms| LPU | Punjab

Apr'2025

- Designed a **financial rating system** for **15+ IT companies** by analyzing profitability ratios, liquidity, debt-equity structures, and market performance.
- Applied **quantitative scoring methodology** (weights on solvency, growth, and risk factors) to classify firms into credit tiers (AAA to C).
- Improved transparency in company evaluation and provided a structured framework that can be replicated across industries.

### Financial Inclusion Model for Gig Workers | LPU | Punjab

Feb'2025

- Developed a **banking integration model** to help **freelancers and gig workers** build savings habits and access financial services.
- Proposed a **micro-savings scheme** with automated deposits (₹100–₹500 per gig) linked to digital wallets/UPI, ensuring inclusivity for **unbanked workers**.
- Created a framework for **credit scoring using alternative data** (earnings history, digital payments, transaction frequency), enabling gig workers to qualify for loans.

## ACHIEVEMENTS

### Professional Development & Networking Assignment

Oct'2024

Successfully networked with 30+ individuals across diverse departments during a structured outreach activity, enhancing interpersonal, communication, and HR engagement skills

### Event Head – NSS Blood Donation Camp, LPU NSS

Oct'2023

Led and managed the NSS Blood Donation Drive 2023 as Event Head, overseeing volunteer coordination, planning, and execution, contributing to the successful donation of over 200+ units

## CERTIFICATIONS

- |   |          |
|---|----------|
| • Banking and Insurance by Swayam                             | Mar'2024 |
| • Corporate financial statement analysis by LinkedIn Learning | Nov'2023 |
| • Fundamentals of financial management by LinkedIn Learning   | Nov'2022 |

## EDUCATION

- |  |   |
|--|---|
| • <b>Lovely Professional University</b><br><i>Integrated Bachelor and Master of Business Administration; CGPA: 7.2</i> | Punjab, India<br>Since Aug'2022               |
| • <b>Sri Sarada Junior College</b><br><i>Intermediate; CGPA – 7.9</i>  | Nuzvid, Andhra Pradesh<br>Jul'2018 – Mar'2020 |
| • <b>Kumar Public School</b><br><i>Secondary School; CGPA – 9.7</i>  | Nuzvid, Andhra Pradesh<br>Mar'2017 -Mar'2018  |