

Umme Habiba

+918252377414 • habiba2004umme@gmail.com

OBJECTIVE

Motivated B.Com graduate with strong communication and analytical skills, seeking an opportunity in HR and management to apply problem-solving abilities, teamwork, and organizational skills in a professional environment.

EDUCATION

Bachelor of Commerce - B.Com (2022 - 2025)

Shri Shikshayatan College – Kolkata, West Bengal

Studied Financial Accounting, Cost Accounting, Organizational Behaviour, Business Communication, Labour Laws, Financial Accounting, and Cost Accounting, building a clear understanding of Human Resource Management through coursework.

EXPERIENCE

Pehchaan The Street School NGO – Remote

HR & Volunteer Manager | March 2026 – April 2026

- Posted jobs on job portals
- Screened resumes and shortlisted candidates
- Scheduled interviews for selected candidates
- Assisted in onboarding and applicant procedures
- Maintained HR databases and weekly feedback reports
- Conducted team-building activities for engagement
- Participated in organizational training sessions

PROJECTS

Financial Statement Analysis – Tata Motors Ltd.

- Conducted in-depth financial analysis using ratio analysis, comparative statements, and common-size statements.
- Evaluated liquidity, profitability, and capital efficiency over 10 years (2014–2024).
- Analyzed key metrics like Current Ratio, ROCE, Inventory Turnover, and ROI.
- Identified insights on debt management, operational efficiency, and recovery trends.
- Provided data-driven conclusions and strategic recommendations.

SKILLS AND INTERESTS

Core Skills

- Communication & Interpersonal Skills
- Microsoft Excel Data Analysis
- SQL for Data Science
- Premiere Pro (Advanced)
- Financial Planning & KPI Analysis
- Talent Acquisition & Recruitment Basics
- Risk Management in AI & ML Projects

Technical Skills

- MS Office (Word, Excel, PowerPoint)
- HR Planning & Onboarding
- Financial Accounting
- Stakeholder Communication
- Time Management & Teamwork
- Problem-Solving & Critical Thinking

LANGUAGES

English — Fluent

Hindi — Native/Fluent