

SALMA SHAIK

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SUMMARY

Enthusiastic and detail-oriented professional with strong interpersonal and organizational skills. Dedicated to contributing to Human Resource activities including recruitment, employee relations, and HR documentation.

PROFESSIONAL SKILLS

- Communication Skills
- Teamwork & Collaboration
- Problem Solving
- Time Management
- Adaptability & Quick Learning

Other Skills: Typing (Lower and Higher)

EDUCATION

K.V.S.R DEGREE COLLEGE

Degree in BBA

8.1 CGPA

Aug 2022 – May 2025

K.V.S.R JUNIOR COLLEGE

Intermediate (BIPC)

9.36 CGPA

2020 – 2022

Z.P. GIRLS HIGH SCHOOL

Secondary school

9.33 CGPA

2020

CERTIFICATIONS

- Python Programming Internship – Reshapp Software Solutions Pvt. Ltd.
- Python Full Stack Development – Quality Thought (Completed in June 2025)
- State Board of Technical Education and Training – English Typewriting (Lower and Higher Grades)

STRENGTHS

- Strong attention to detail and accuracy
- Fast and accurate typing skills
- Adaptability in Fast-Paced Environments
- Positive Attitude and Willingness to Learn

ACHIEVEMENTS

- Certified in English Typewriting (Lower Grade) – 30+ WPM
- Certified in English Typewriting (Higher Grade) – 45+ WPM
- Secured 2nd rank in Intermediate with 936/1000 marks

LANGUAGES KNOWN

- English
- Hindi
- Telugu

DECLARATION

- I hereby declare that the above-written particulars are true to the best of my knowledge and belief.