**CURRICULUM VITAE**



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***CAREER OBJECTIVE:***

To work for an organization where I can get an opportunity to contribute my knowledge and skill for the development of the company and simultaneously could learn innovative skills which could lead to the development of my overall personality.

***PERSONAL PROFILE:***

I am energetic, Hardworking and a go-getter being well used to work under pressure and meeting deadline very cooperative and get along at all levels, possess very good health and positive mental attitude . I am also quick to appraise new situation and learn new assignment.

***EDUCATIONAL QUALIFICATION:***

* (2012-2014) **Master of Business Administration in Human resource Specialization** from **Sai Sinhgad Business School (University of Pune)**
* (2009-2012) **Bachelor of Business Administration** from **Management Institute of Durgapur (West Bengal University of Technology)**
* (2007-2009) **Intermediate of Commerce** from **Doon Public School(CBSE)**
* (2006-2007)**Matriculation from Subhash Public School(CBSE)**

***PROFESSIONAL EXPERIENCE:***

**TOTAL EXPERIENCE**

**COMPANY NAME : INSTA SOLUTION**

**DESIGNATION :** Human Resource Executive

PERIOD : 07th June 2013 TO 30th Jan 2016

**JOB RESPONSIBILITY**

* Working on end to end recruitment process.
* Handle and screen telephone calls, Routine mails and reallocate as required.
* Sourcing candidates that match the desired skills.
* Screening the candidates by conducting telephonic or personal interviews as the case may be arranging for technical interview and coordinating with the concerned person.
* Maintaining and updating the database of the candidates.
* Doing a background verification of the shortlisted candidates.
* Arrange for in-house and external training activities.
* Giving a description on the policies, procedures and culture followed by the company.
* Explain company personnel policies, Compensation and Benefits, and procedures to employees or job applicant.
* Properly filing relevant document of the new joinee as required.
* Keeping a track of the attendance of the employees. Filing the leave forms and keeping a track of the leaves taken. Seeing to it that there is not much absenteeism on any given day. Seeing to it that no employee is irregular and if there are such people, taking corrective and/or preventive measures.
* Helping the seniors do performance appraisal in a better way by adopting better appraisal practices.
* Conducting exit interviews of candidates who are resigning. Issuing relieving letter and letter of

Experience.

***PERSONAL INFORMATION :***

NAME : MD SHAHINSHA ASHRAF KHAN

DATE OF BIRTH : 10-10-1991

MARITAL STATUS : SINGLE

LANGUAGE KNOWN : ENGLISH, HINDI, BENGALI.