Alfa

HR Executive

alfa.383218@2freemail.com

**Objective**: -To secure a challenging and rewarding position as HR executive and utilize theinherent talent of the incumbent to the maximum. 6 months work experience in the field of human resources management after completion of MBA with specialization in HRM

**Experience**

|  |  |
| --- | --- |
| **Reliable Business solution & services, India** | **07-12-2017 – 28-06-2018** |
| **Role: HR executive** |  |

* Handling bulk recruitments.
* Generating employee codes of the new joiners.
* Conducting employee orientation and facilitating newcomers joining formalities.
* Maintaining and regularly updating master database.
* Resolving queries that any of the employee have.
* Conducting the exit interviews of employees.
* Co-ordinating with consultancies and candidates for scheduling appointments.
* Oversee daily operations of the HR departments.
* Conducting the first round of the telephonic interviews.
* Preparing and submitting all relevant HR letters / docs / certificates
* Batch visit of the new joined candidates while they are in training.

**Infinx services PVT LTD, INDIA** **3 Months - INTERSHIP**

**Role: HR executive** **(03-09-2017- 30-11-2017)**

* Reviewing resumes and applications.
* Manage the administrative tasks.
* Using online portals for recruitment.
* Spoke of 5 consultancies, Giving them the daily data of walk-ins.
* Takes 1st round of interviews just to check their MTI issue and general knowledge
* Forwarding daily track records to all departments.

**Skills**

\*Identify & Pursue New Business Opportunities

\*Team management

* Negotiation and persuasion
* Self-motivated

and passionate to succeed

* Quick in

grasping new concepts

& ideas

* Computer literacy and good keyboard skills
* Negotiating, good Judgment, decision making skills

**Education**

* Master’s in management studies (MBA)

Specialization: human resources (HR) University of Mumbai, INDIA 2016- 2018

* Bachelor’s in management studies (BMS) University of Mumbai, INDIA Grade-A
* Higher secondary examination (commerce)

Board of higher secondary examination, government of Mumbai, INDIA

**Courses**

* Government Diploma in MICROSOFT OFFICE 2012

**Achievement & Skills**

* Knowledge in operating system window and internet application
* Advanced user of MS Office application
* Excellent communication skills and interpersonal skills

**Strength**

* Highly motivated result oriented professional
* Excellent and strong analytical problem-solving abilities
* Good communication interpersonal and team work skills
* Ability to work under pressure meets tough dead and work independently
* Determination dedication honesty hardworking quick learner

**Personal Profile**

Date of Birth

Nationality

Religion

Marital Status

**Languages**

Visa Status

: 30-04-1995

: Indian

: Islam

: Married

**: English, Hindi, Urdu**

: Visit Visa

**Declaration:-**

I hereby declare that all the above mentioned information is true and correct to the best of my knowledge and belief