**CURRICULUM VITAE**

***RIZWAN***

**Mob no- 0504753686**

**Rizwan-399518@2freemail.com**

**Summary**

**A Young and dynamic individual who excels at analyzing, prioritizing, completing tasks in a professional manner and having more than six years of experience in Human Resource Management.**

**Objective**

**Seeking a fulfilling position in an industry that offers growth opportunities and allows me to utilize my human resource skills and experience.**

**Education**

* ***BACHELOR OF MANAGEMENT STUDIES*** , FROMPILLAIS HOC COLLEGE OF ARTS SCIENCE ANDCOMMERCE FROM MUMBAI UNIVERSITY IN THE YEAR 2014.
* ***PERSUING MASTERS OF BUSINESS ADMINISTRATION IN HUMAN RESOURCE MANAGEMENT*** *FROM INTEGRAL UNIVERSITY LUCKNOW****.***

**Employment History**

* Worked as an ***HUMAN RESOURCE EXECUTIVE in DEGUSTIBUS HOSPITALITY PVT. LTD*** Delhi from June 2014 to August 2015. (1.3 YEARS)
* Currently working as a *Lucknow sinc*e September 2015 till date. (5.1 YEARS)

**KRA’s :**

* *Recruiting, interviewing and short-listing candidates for any job opening.*
* *Interview job applicants at the staff level to obtain and verify information used to screen and evaluate them.*
* *Conduct initial orientation to newly hired employees.*
* *Manage the complete recruitment life-cycle*
* *Responsible for handling Walk-in interview.*
* *Thorough screening applications and then meeting quality candidates.*
* *Scheduling interviews*
* *Posting jobs on portals for recruitment.*
* *Build resume database for recruitment.*
* *Coordinate interviews and follow-ups with Operation Heads accordingly.*
* *Identifying and meeting colleges for campus recruitment and attending job fairs.*
* *Comprehensive employee reference check for all new joiners and documenting the same.*
* *Issuing and processing employee’s attendance.*
* *Solving employee’s grievances.*
* *Maintaining Quality indicators as required under NABH norms.*
* *Maintaining individual files of each and every employee with proper documentation.*
* *Each and every task in regards to Human resource.*

**Achievements**

*Additional Certification:*

1. Certificate of Achievement on **“Connect to Collaborate –** **Communication &**

**Interpersonal skills”** by **“DALE CARNEGIE”** in 2019.

1. Certificate of Achievement for **“Introduction to Human Resource Management”** by **“SAYLOR ACADEMY”** in 2020.
2. Certification for **“Human Resource Management (Short Course)** by **“eLearning** **College”** in 2020.
3. Certification for **“Leadership Management (Short Course)** by **“eLearning College”** in 2020.

*Sports Achievements:*

* 1. Have played cricket **at district and divisional level** and part of the winning team.
1. Have been part of **DASA football club Mumbai** and won many tournaments.

*Academics Achievements:*

1. **Topper of the class** in the second year while pursuing BBA.
2. **Topper of the college** in the Final year of BBA conducted by **Mumbai University**.
3. Awarded for the BEST PROECT OF THE YEAR for project on Logistics and supply chain management.

**Professional Skills**

* **Great communication skills**
* **Enthusiastic**
* **Team player**
* **Creative**
* **Team Player**
* **Strong Leadership skills**
* **Flexible**

**Language**

**English, Hindi, Urdu**

**Hobbies**



**Football, Cricket, Chess, Writing poems**

**RIZWAN**