



SARA KHAN



Contact

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Languages

Hindi

English

Urdu



Skills

Compensation structuring

Personnel Management

Contract Negotiation



Objective

Human Resources executive with 9 months of experience in corporate environments. Strong background in hiring, training and dismissal processes. Strong organisational, analytical and interpersonal skills to connect effectively with various levels of employees



Experiences

HR EXECUTIVE

SMAP LOGISTICS PVT. LTD.

01/06/2023 -
25/11/2023

Job Roles and Responsibilities °
Responsible for HR department
°Manpower planning and Recruitment
°Training Program °End to End recruitment
for sales and marketing °Sourcing,
Screening Shortlisting of profiles °Posting
of Job °Employment database
management °Prepare and maintain daily
status report on requirements °Ensure the
team targets should be achieved
°Coordinating walk in interviews

HR Intern

PATEL MOTORS PVT. LTD.

01/10/2022 -
31/12/2022

Responsibilities ° Responsible for HR
department °Manpower planning and
Recruitment °Training Program °End to
End recruitment for sales and marketing
°Sourcing, Screening Shortlisting of
profiles °Posting of Job °Employment
database management °Prepare and
maintain daily status report on
requirements °Ensure the team targets
should be achieved °Coordinating walk in
interviews



Education

**MBA (HR and
Marketing)**

Chameli Devi Group of Institutions

2023

**B.Sc.
(Biotechnology)**

PMB Gujarati Science College

2021

**D.
Pharma(Pursuing)**

Parijat College of pharmacy

2023



Achievements & Awards

1st position in Sac Race competition in Enter college

1st position in fireless cooking competition in my college