**DAANISH JEELANI**

**Mobile no : 8715070041**

**E.Mail : daanishjeelanigaani@gmail.com**

**CAREER** **OBJECTIVE:**

To be a part of the challenging team which strives for the better growth of the organization and which explores my potential and provides me with the opportunity to enhance my talent with an intention to be an asset to the company.

**Brief summary of Profile & STRENGTHS**

A result-oriented professional with about 2.8 years of rich experience and hands on expertise in

* Human Resource Management
* Recruitment &Selection
* Training & Cordinating

**WORK EXPERIENCE**

**Mascotz International Consulting.**

Mascotz is one of the leading Executive Search, Contingency Search, Talent Management, Employer Branding, HR Consulting & RPO solution providers with multi-domain expertise across India and Asia Pacific.

**Designation : Sr.HR Executive Oct 2014- Till Now**

* Recruitment and Selection
* Joining Formalities
* Exit Interview
* Reference Check Procedures.
* Administrative Roles

**Mascotz International Consulting.**

**Designation : HR Executive April 2014 – Oct 2014**

**Previous Experience**

* Worked as Resource Manager in Jobz Point Consulting . Dec 2012- Mar 2014
* Worked as CRE in Star Building & Constructions. Aug 2008-Mar 2009

**List Of Clients Worked With :**

Tata Motors , AMW, Mercedez ,BKT,Yum Group , ICMD,Mars Group of Hotels, Janavi , Biba, Essentia,Spice Group,Grand.

**EDUCATIONAL & PROFESSIONAL QUALIFICATION:**

* MBA (HR, Marketing) from Baba Ghulam Shah Badshah University,J&K
* **Qualified UGC NET 2012.**
* B.Sc(ZBC) from Govt. Women’s College, M.A.Road,Srinagar
* Intermediate from J&K Board of School Education.

**INTERNSHIP:**

* Worked as a Trainee in HR Department , Centaur **Lake View Hotel,Srinagar,**

**(Duration: 8 Weeks) As a part of MBA Curriculum.**

***Highlights:*** Preparing PF schedules, pay rolls, e.t.c

**ACADEMIC PROJECTS**

* Summer Training Project on “HRD CLIMATE Survey of HOTEL CORPORATION OF INDIA (HCI)” –a case study of Centaur Lake View Hotel, Srinagar (J&K).

**TECHNICAL SKILLS:**

* Microsoft office - Word, Excel, PowerPoint, Access, Outlook
* Operating system – Windows 2000,03, Windows XP, Windows 7,Windows Vista
* Software - AutoCad ,Hire Craft.
* Email tools – MS Outlook, Windows Outlook, Yahoo, Google
* Programming language – C, C++
* Portals- Naukri , Monster, LinkedIn, Etc

**EXTRA CURRICULAR ACTIVITIES**

* Winner of Science Seminar held by District Institute of Education & Training.
* Secured 1st Position In First Annual All J&K State Level School Talent Research Examination Programme-1999 Held By NEESF/NEES.

**LEISURE INTERESTS**

* Cooking
* Surfing Net
* Playing Badminton

**STRENGTHS**

* Strong Interpersonal Skills.
* Self Motivated.
* Hard Working.

**PERSONAL DOSSIER**

Name: **Ms. DAANISH JEELANI**

Date Of Birth: 05.03.1986

Father’s Name: Mr.Ghulam Jeelani Gaani

Language Known: English,Hindi,Urdu.

Nationality: Indian

Marital status: Single

Present Address**:** Iqbal Colony ,Lane No 5, 90 feet, Soura, Sgr.