**Curriculum Vitae**

**Mohd Ameen Khan**

Lane 17 , Zakir Nagar,

okhla 110025 New Delhi .

**8979809746, 8512057707**

**ameengym786@gmail.com**

**CAREER OBJECTIVE**

Intend to build career in the field of Human Resource Management. To be a part of environment that will let me explore myself to the full, realize my potential and make me become a key player in a challenging and creative environment utilizing the knowledge & interpersonal skills and liquidizing my technical & analytical skills into practical operational approach.

**EDUCATIONAL BACKGROUND**

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| **SESSION** | **QUALIFICATION** | **BOARD/UNIVERSITY** | **COLLEGE/INSTITUTE** |
| 2014 - 2015 | DIPLOMA IN FINANCE & BANKING | F-TECH INSTITUTE | F-tech Skill Development institute kalkaji |
| 2009 - 2012 | BCOM | MJP ROHILKHAND University | Govt. RAZA PG College Rampur UP |
| 2008 - 2009 | 12th | CBSE | Greenwood Sen. sec. School  Rampur UP |
| 2006 - 2007 | 10th | CBSE | Greenwood Sen. sec. School  Rampur UP |

**PROFILE SUMMARY:**

* A dynamic professional with 7 months of experience in Hr. Recruiter
* Working in nayee pahal registered NGO Shalimar bagh new delhi from 1 jan 2016 to 31 Dec 2016 as a volunteer

**STRENGTH AND COMPETENCIES**

* Energetic and Target Oriented.
* Ready To Learn with Positive Attitude and have Patience.
* Ability to Work Hard & Smart for the Organization.
* Loyality towards the Work.

**CAREER HISTORY:**

1. **Organization**: ALHIND FOREIGN SERVICE AGENCY ZAKIR NAGAR NEW DELHI

**Team**: HUMAN RESOURCE

**Designation**: HR RECRUITER

**Duration**: JULY  2017 – / Till date

**Roles**:

**• Sourcing resumes from job portals** as per the requirement from client company.

• Using networking in order to **attract business from client companies.**

• Developing a good understanding of client companies, their industry, and their work culture and environment.

• Completing a search of the candidate database to find the right person for the employer's vacancy.

• **Building relationships** with clients.

• **Headhunting** - identifying and approaching suitable candidates.

• Briefing the candidate about the responsibilities, salary and benefits of the job in question.

• **Requesting references** and checking the suitability of applicants before submitting their details to the employer.

• Informing candidates about the results of their interviews.

• Responsible **for End to End recruitment** consulting including Talent Search, Headhunting, Business Development and client coordination.

• **Posting** on different Job Portals according to the vacancy announced.

• Making Job Description and Job Specification for the openings.

• Presenting the **Data Sheet** of the Applicants and filter them according to the set benchmark and distributing the data sheet to other employees.

• **Updating existing records** of Candidates Profile through telephonic calls and emails.

• **Conduct pre & post joining** audits to ensure formalities are complete in accordance with company policies.

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**EXTRA CURRICULAR ACTIVITIES / ACHIEVEMENTS**

**School Span:**

* Participated in Plays at School Level & gave training to students
* Participated in Gymnastics

**PERSONAL INFORMATION**

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Name : Mohd Ameen Khan

Date of birth : 17th January,1990

Father’s name : : Mr. Shakir Ali Khan

Mother’s name : Mrs. Shanaz Irshad

Nationality : Indian

Marital status : Single

Languages Known : Hindi, English, Urdu

Hobbies : Mimicry , Singing ,Listening Music ,Cooking

**DECLARATION**

I hereby declare that all the information provided here is correct to the best of my knowledge and belief and I promise to abide by all the norms laid down by your esteemed organization.

Date……….. **MOHD AMEEN KHAN**