Aftab Alam

Human resource

To work for an organization that gives opportunities for innovation of new ideas and to work as a team member to achieve Organizational goals, to the best of my abilities.

[aftabalamkingkhan100@gmail.com](mailto:aftabalamkingkhan100@gmail.com) 

+91 9790765558 

No 25/36 perumal 1st st ,purasawalkam, Chennai, 

India

# WORK EXPERIENCE



## HR Assistant

### SALMA INTERNATIONAL

*05/2016 – 12/2017*

*CHENNAI*

# SKILLS

VERY QUICK LEARNER

GOOD COMMUNICATION

**INTERNSHIP (Trainee in HR Department)**

SELF CONFIDENCE

INNOVATIVE PERSON

INTERACTIVE PERSON

Bharat textile & prooﬁng industries

*02/2016 – 03/2016*

*chennai*

# PERSONAL PROJECTS

EMPLOYS RELATIONSHIP WITH MANAGEMENT

**Trainee ( Block Placement and Research Project)**

Salma International

(08/2015 – 09/2015)

*08/2015 – 09/2015*

*chennai*

# EXTRA CURRICULAR ACTIVITIES

Completed a course on Neuro-Linguistic

**Trainee in HR Departement ( Field work)**

Benzz Park

programming (NLP Foundation Workshop Training) certiﬁcate accredited to One Fluencer Institute.

*12/2014 – 02/2015*

**Trainee in HR Department**

### Future Value Retail (Big Bazaar)

*08/2014 – 09/2014*

# EDUCATION

## MA

### Madras School Of Social Work

*06/2014 – 06/2016*

*Courses*

HR & OD

## B.COM

### The New College, Chennai

*06/2011 – 04/2014*

*Courses*

Corporate secretaryship

Employee Relation

BDE( Both IT& Non-IT)

*chennai*

*chennai*

*72%*

*62%*

Completed MS Oﬃce, Tally ERP 9 from Apollo Computer Education Ltd.

Organized and managed College departmental Event “ Bhavishya 2014 “

**LANGUAGES**

ENGLISH      HINDI      URDU      TAMIL      BENGALI     

# INTERESTS

HR Executive

HR Generalist

HR Recruiter

## HSC

### Baynes Memorial Baptist Church Matriculation Higher Secondary School,Chennai

*2011*

*Courses*

COMMERCE ECONOMIC ACCOUNTS , COMPUTER SCIENCE

ADMIN

HR Assistant

*76%*