Aafreen Khan

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**SYNOPSIS**

* An erudite professional with zeal to make a winning career in Human Resources.
* MBA & B.E. Graduate looking for a professional human resource position. Coming with extensive knowledge of human resource principles & ability to handle complex problems using outstanding organizational and time management skills.
* Excellent knowledge of Recruitment & payroll processing.
* Effective communicator with excellent relationship building & interpersonal skills; possesses a flexible & detailed oriented attitude with strong analytical, problem solving & organizational building abilities.

**PREVIOUS WORK EXPERIENCE**

**Organization:** Indira Institute Of Management Science

**Duration:** Jul 2017 – Aug 2019

**Designation:** Lecturer

Role Description:

* Gave lectures on Quantitative Techniques, Operation Research & Research Methodology to more than 50 students per class.

**SKILL SUMMARY**

|  |  |
| --- | --- |
| Area | Tools |
| OS Platform | Windows |
| Software | MS Excel, MS Word |

### EDUCATION

2016

**Master of Business Administration**:Human Resource

Indira Institute of Management Science, SRTMNU Nanded

2013

**Bachelor of Engineering**: Electronics & Telecommunication

Anjuman College of Engineering & Technology, Nagpur University

2009

**Diploma:** Electronics & Telecommunication

Anjuman Polytechnic, MSBTE, Nagpur

### ACADEMIC PROJECTS

* **Post-Graduation :** Training & Developmentof Employeesat TVS Motors
* **Engineering :** iButton direct payment on Toll tax booths

**PROJECT DESCRIPTION:**

**TRAINING & DEVELOPMENT OF EMPLOYEES**

The project mainly focused on acquiring thorough knowledge of Training & Development. To study the Induction program and the effectiveness of Trainings conducted in the organization. To measure the satisfaction level of employees regarding training & development.

### TRAININGS

* Investor Awareness Program arranged by IIMS, Nanded
* NSDC certified course of Field Technician Computing & Peripheral (FTCP) in year 2017
* Vocational Training organized by Doordarshan Kendra, Nagpur in year 2012.
* Electronics Training organized by BSNL, Nagpur in year 2012.

### AWARDS & ACHIEVEMENTS

* Member of National Service Scheme in year 2013
* Assigned as Head of Inter-college programming competition organized by college in year 2013

### PERSONAL INFORMATION

* Date of Birth – 31 May 1991
* Marital Status – Married
* Languages – English, Hindi, Marathi
* City - Pune