



### Contact Me:

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Izzat Nagar Bareilly, UP,  
INDIA

### Social Profile

[Linkedin.com/in/mohd-asif-b50088174](https://www.linkedin.com/in/mohd-asif-b50088174)

### Technical Skills

MS OFFICE and ICT

### Skills

Communication, Analytical, Interviewing Skills, recruiting (IT & non-IT), Critical Thinking, Salary Negotiation & Convincing Skills, Emotional intelligence, Decision-Making, Collaborations, Problem Solving, Compassion.

### Languages:

English, Hindi, Urdu, Arabic

# MOHD ASIF

## HUMAN RESOURCE



### Objective

Energetic entry-level Human Resource Specialist. Assist with administration of HR operations for prestigious organization. Accepting a challenging role in a professional organization where i can utilize and enhance my skills and competencies in conjunctions with the company`s goals and objectives.



### Experience

2018-2019

#### Human Resource Experience – HR Trainee

Assisted with administration and operations of HR department for fast- paced business. Helped in Recruitment process and on boarding of new Employees, Induction, Orientation Program and Facilitated Campus drive recruitment in Manufacturing Industries (Eaton power Quality, Solara Active Pharma Sciences, Strides Pharma Sciences, Vadilal Group industries).

01-2020-  
03-2020

#### Management Trainee-HR - IT Jumbo Consultants, Delhi

Managed Human Resource Functions and worked on Recruitment life cycle, Interviewing, coordinating, Back ground verification, on-boarding of new employees, joining formalities, Documentation, employee life cycle.

Worked on IT recruitment from entry level to higher level.

Total 6 month experience in Human Resource including HR Trainings or Internships (end- to-end Recruitment, IT Recruitment, Joining formalities, on- boarding, Induction, Orientation, Talent Acquisition, Employee Relations, Employee Grievances, Employee Wellness, Employee Engagement and Exit Formalities.

### Awards:

Best Campus Award in  
NIC,  
Jamia Millia Islamia  
University

### Hobbies:

Playing Cricket, Volley  
Ball, Acting, Travelling,  
Book and Articles reading

**Date:** 25/07/2021

**Signature:**



### Education:

2017-2019

**MSW- HUMAN RESOURCE (Cgpa 8.54)**  
**Pondicherry University**  
Excelled in Human Resources Management

2013-2016

**B.A. (Cgpa 8.25)**  
**Jamia Millia Islamia University**



### Project

**Employee Retention and Work Life Balance:  
Strides Pharma Sciences, Pondicherry**

Employee Retention and Work life Balance project is concerned with Industrial Employment. Retention Strategies and policies play a crucial role to retain the best talent that are the most valuable assets for the company's growth.

25-07-21  
16-08-21

### **TATA Consultancy Services- TCS**

**TCS iON Career Edge – Young Professional  
Certificate Course**

**Bharathidasan University- 25/06/21**

Attended two-day Virtual Workshop on Industrial Relations Practices in Indian Scenario.

**Rotary Bangalore Sneha- 5/06/21**

Attended webinar on Statutory Compliance applicable to Shops and Commercial Establishments.

**Bharathidasan University- 13/05/21**

Participated in Two Days Workshops on HR Practices in Digital Era.