

Curriculum Vitae

Mohd Ameen Khan

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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

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

Name	:	Mohd Ameen Khan
Date of birth	:	17 th 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.....
KHAN

MOHD AMEEN