

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.



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

WORK EXPERIENCE

HR Assistant SALMA INTERNATIONAL

05/2016 – 12/2017

CHENNAI

INTERNSHIP (Trainee in HR Department) Bharat textile & proofing industries

02/2016 – 03/2016

chennai

Trainee (Block Placement and Research Project) Salma International

08/2015 – 09/2015

chennai

Trainee in HR Departement (Field work) Benz Park

12/2014 – 02/2015

chennai

Trainee in HR Department Future Value Retail (Big Bazaar)

08/2014 – 09/2014

chennai

EDUCATION

MA Madras School Of Social Work

06/2014 – 06/2016

72%

Courses

- HR & OD

B.COM The New College, Chennai

06/2011 – 04/2014

62%

Courses

- Corporate secretaryship

HSC Baynes Memorial Baptist Church Matriculation Higher Secondary School, Chennai

2011

76%

Courses

- COMMERCE ECONOMIC
ACCOUNTS , COMPUTER
SCIENCE

SKILLS

VERY QUICK LEARNER

GOOD COMMUNICATION

SELF CONFIDENCE

INNOVATIVE PERSON

INTERACTIVE PERSON

PERSONAL PROJECTS

EMPLOYS RELATIONSHIP WITH MANAGEMENT
(08/2015 – 09/2015)

EXTRA CURRICULAR ACTIVITIES

Completed a course on Neuro-Linguistic programming (NLP Foundation Workshop Training) certificate accredited to One Fluencer Institute.

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

Employee Relation

BDE(Both IT& Non-IT)

ADMIN

HR Assistant