**AFRINA KHAN**

**Email Id:** [**reena.khan17@yahoo.co.in**](mailto:reena.khan17@yahoo.co.in)

**Cell No. 9990106961**

To be associated with an organization that provides me an opportunity to show my skills and improve my knowledge with latest technology and to be a part of team that works dynamically towards completing accomplishment of the organization.

**PROFESSIONAL SYNOPSIS**

* A dynamic professional with 4+ years of experience in HRM broadly in Recruitment, Statutory Compliance, Performance Appraisal, Compensation, Policy Procedures, Employee engagement activates, General Administration and Personnel Management, Employee relation.
* Currently Associating with **EQX Analytics Pvt. Ltd. as Executive – Human Resource& Administration**

**(Duration: Oct – 2018 To Till )**

* Proficient in Planning, Strategizing and implementing abilities with demonstrated success in Handling HR Related issues as well as administrative Issues.
* Expertise in handling HR functions entailing Recruitment, Training, Grievance Issues and managing Vendors.
* Handling day to day administrative activities in coordination with internal /external stake holders for smooth business operations.
* Interpersonal skills. Strong analytical, problem solving and organizational ability, possess flexible and details orientated attitude.

**HR Executive – The Premier Auto Corporation - (Aug -2013 to Nov- 2017)**

* Managing the complete Recruitment & Selection process,
* Creating offer letter, induction to new entrant, sending welcome message
* Maintaining Attendance, Staff salary sheet, Bonus Payment, preparation ESIC challan, full and final settlement of employees.
* Grievances handling
* Maintaining of office decorum
* Records Management and Employee engagement activities

**RECRUITMENT & SELECTION**  
  
• Manage the complete recruitment cycle for sourcing the best talent from diverse sources after identification of manpower requirements in consultation with heads of different functional areas.  
  
• Screening applicants against job specifications, conducting interviews, negotiations and close the hiring.  
  
• Preparing and sending offer letter, salary negotiation, and follow up till joining.  
  
• Update hiring information and share with seniors and team.

**HR Operations**  
  
• Implement various HR policies such as Leave Policy, Outstation and local Travel policy, Mobile Reimbursement Policy etc.  
  
• Prepare all kind of letters like Offer letter, Appointment letters, Confirmation letter, Reliving Letter and etc.

• Maintaining Attendance, Staff salary sheet, Bonus Payment, preparation ESICchallan, full and final settlement of employees.

**INDUCTION**  
  
• Inform new entrant about organization’s work culture, structure, Hierarchy, Rules and

regulations, Discipline Matter, Job Profile, Bank Accounts, Identity Cards, Leaves and other policies of organization.

• Document Verification, Proper Filling of emp. database, Collection of Documents, Generation of Email Ids.

**PERFORMANCE APPRAISAL**

• Review the annual performance of employees.Measure the performance with their KRA’s.

• Initiated reward recognition program & incentive system and Training and development based on the PMS.

• Identify the talent & enhance them for the benefit of an employee as well as organization.

**EMPLOYEE RELATIONS**

• This role includes maintaining a good relationship with the employees. If In case employees are facing some problem, helping them out and counseling them

• If employees are finding it difficult to work with their team members finding out what are the reasons and solving them. If it becomes difficult to handle at first level then escalating the matter to next level.

**EDUCATIONAL QUALIFICATION**

* **PGDBA Human Resource** from Symbiosis Distance Learning Education

(**Specialization HR** Compensation Management)

* **Graduate** from Delhi University.
* Passed the **12th standard** from C.B.S.E
* Passed the **10th standard** from C.B.S.E

**PERSONAL DETAILS**

Mailing Address :Plot no. 888/8 D-1, Ward No. 8, Hans House, Mehrauli, New Delhi - 110030

Date of Birth :11th March 1987

Nationality :Indian

Marital Status :Married

Language Known :English & Hindi

**Place:**

**Date: (Afrina Khan)**