# HINA KHAN

|  |  |
| --- | --- |
| Balipur , Gyanpur, (Bhadohi)  PIN: 221304  **Mobile:** 8860264820 | **Email Id:** [heena67251@gmail.com](mailto:heena67251@gmail.com) |

**CAREER ASPIRATION**

To be involved in work where I can utilize my skills and creatively involved with system that effectively contributes to the growth of the organization.

# EDUCATION

* Master of Business Administration (Human Resource Management & Finance)in Ajay Kumar Garg Institute of Management (AKGIM, Ghaziabad) with 77 % in 2016
* Bachelor of science ( Mathematics) in Mahatma Gandhi Kashi Vidyapeeth with 62% in 2014
* XIIth from Jawahar Navodaya Vidyalaya, Gyanpur, Bhadohi with 70% marks in 2011
* Xth from Jawahar Navodaya Vidyalaya, Gyanpur,Bhadohi with 84% marks in 2009

# KEY SKILLS

* Technical Skills
* Computer Exposure
  + Proficient in MS-Word, MS- PowerPoint, MS-Excel
  + Basic knowledge of TORA and SPSS software
* Interpersonal Skills
  + Good Communication Skills
  + Analytical skills
  + Commitment to achieve goals
  + Ability to develop and maintain good relations with the customers.

# SUMMER INTERNSHIP PROJECT

Two months summer internship in MBA at Pratham Infocom Private Limited, Noida Sector-63, Uttar Pradesh on “Inventory Management” where a detailed study of various feedback from different suppliers are collected to get their perception regarding the policies and procedural formality of organization

# PROJECTS UNDERTAKEN

* **Research Project Report:** IMPACT OF PERFORMANCE APPRAISAL ON EMPLOYEE MOTIVATION IN CONSULTANCY SERVICES AT GHAZIABAD.
* Under this project a detailed study is done for analysis of various responses from employees of consultancy services regarding influence in their motivation level by Performance Appraisal system through structured questionnaire
* **Business Research Project:** CONSUMER PREFERENCE ON HEALTH INSURANCE.
* Under this project a detailed study is done for **Consumer preferences for taking Health Insurance** in Ghaziabad and there feedback are collected through structured questionnaire

# ACADEMIC ACTIVITIES

**INDUSTRIAL VISITS:** Parle-G (Bahadurgarh)

* Learning Outcome: - Learnt about production process of products & their working and also their distribution strategies

# Seminars/Guest Lecture:

* + Attended ANNUAL BUDGET CONCLAVE in AKGIM
  + Attended a lecture on "Achieving Operations Excellence" by Prof. Satyavir S. Sharma

# EXTRA CURRICULAR ACTIVITIES

* + Participated in National Level Youth Parliament Competition (Debate) in **J.N.V. Samiti, Lucknow**

# Business Contests:

* + Successfully participated in business simulation game by AIMA at AKGIM
  + Participated in Business game in SAMATVA SPARADHA at AKGIM

# AREA OF INTEREST

* + Planning, Management and Coordination
  + Record Keeping
  + Strategic Planning
  + Data Analysis
  + Interpreting and Analyzing financial data

# HOBBIES

* + Cooking
  + Traveling

# PERSONAL PROFILE

|  |  |  |
| --- | --- | --- |
| Date of birth | : | 6th October, 1994 |
| Father’s Name : |  | Mr Shamshad Khan |
| Strengths | : | Self-confidence, Friendly, Helping nature, Positive thinking, Honesty & sincerity, Timing Punctuality. |
| Present location | : | Gurgaon. |
| Languages known | : | English, Hindi. |

I pledge and pronounce that all the above information given by me is true to best of my knowledge.

# Date ....................

**Place..................... HINA KHAN**