

RESUME

Saba Tanzeem Khan

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Career Objectives:

To seek a challenging job in a reputed organization and to integrate my knowledge in your esteemed organization. To work for the organization to the best of my knowledge and ability from where the organization can benefit and provide knowledge that are professionally important for my career development, and also want to be a part of an Organization where, the Management rewards loyalty, honesty and ambition of an employee which gives scope to update my knowledge and skill in accordance with the latest trends and be a part of the team that dynamically works towards the growth of the organization.

Academic Qualification:

Examination	School/College	Board /University	Year of Passing	CGPA%
M.COM (Human Resource)	Integral University,	Delhi University	2018	76
B. Com (Accounting)	Career Convent Girls Degree College	Lucknow University	2016	62
XII	Career Convent Girls College	ISC	2013	65
X	Career Convent Girls College	ICSE	2011	62

Extra Curricular Activities:

Competitions- Came as Runner up in Add-mad inter school competition 2013

Cultural -Core committee team member of FIESTA 2013- 2016

Work Experience:

ACE VENTURE - MUMBAI

Designation: HR Executive & Admin.

Duration: July2021- currently working

Role and major responsibilities: -

- Hiring and Recruiting
- HR
- Office Maintenance (Booking installations, fixing utilities & hardware's)
- Processing Invoices and expenses
- Creating Budgets and ordering office supplies
- Petty Cash Maintenance

- Negotiate and Manage Office Contracts
- Employee Attendance

- Deal with Payroll Dept
- Rewards
- Activities
- Overall Admin work

Calculating their salary as well and keeping records for paid leave employee.

TRUE WORLD – MUMBAI

Designation: HR Executive& Admin,
Duration: Oct 2020- Jun2021

Role and major responsibilities: -

- Identify staff vacancies and recruit, interview and selectParticipants.
- Responded to Employee Issues and question in a timelymanner.
- Updated Company Job description to reflect changingroles.
- Managing all the expenses on the behalf of thecompany.
- Meet with all new hires to explain benefits, Guidelines, andprocedures.
- Redesigned employee handbook according to legal and benefitChanges.
- Preparing hour sheet of all the employees on monthlybasis.
- Managing all the jobportals.

FIZA ENTERPRISES – LUCKNOW

Designation: HR Executive/Operations
Duration: Jan 2019– Feb 2020

Responsibilities Of HR: -

- Identify staff vacancies and recruit, interview and selectParticipants.
- Responded to Employee Issues and question in a timelymanner.
- Participate in palling and development.
- Provide Employees with careerassistance.
- Recruit employees that advance companyobjectives.
- Serve as leader of change.
- Advocate for employees.
- Ensure no cyber bullying at work.
- Manage all expenses on behalf of the organization.

ADITYA BIRLA SUNLIFE INSURENCE - LUCKNOW.

Designation: Joined as Insurance Agent then promoted to Agency Partner+ Recruiter Incharge

Duration :July 2018- Dec 2018

Role and major responsibilities: -

- Initially joined as Insurance Agent of Aditya Birla SunlifeInsurance,
- I was able to become an agency Partner+ Recruiter Incharge in 1 day by giving a turnover of Rs 1,26,0000.
- As Agency Partner+ Recruiter Incharge I was helping them to increase their Chain of people to join them& Successfully 5 people joined
- As recruiter my work was to hire new agent with set target which help them in increasing their turnover.
- To aware about insurance policies to normalpeople.
- Explain insurance benefits as well to normalpeople.

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Skills:

- MicrosoftOffice.
- Strong Communication & InterpersonalSkills.
- Good Administrative & ITskills.
- Flexible &Adaptable.
- HighlyOrganized

Language:

- Hindi
- English
- Urdu
- Punjabi

Strength:

- Punctual andHardworking.
- Self-confident.
- Positiveattitude.
- Leadership.
- Dedicative towardswork.

Hobbies:

- Watchingmovies.
- Traveling.
- Music.
- Singing
- Cooking

Personal Particulars:

- Date of Birth: 28 Feb.1995
- Nationality:Indian.
- Gender:Female.
- Status:Single.
- Address: Room no 402, Tirumala apartment ratnabai compound Mulund west 400604

Declaration

I hereby declare that all the above information is true to the best of myknowledge.

Saba Tanzeem Khan