

# AAQUIB SIDDIQUI

CRM | HR

## PERSONAL PROFILE

Seeking a challenging HR role to apply expertise in recruitment, employee relations, performance management, and HRMS/CRMS systems, fostering positive workplace cultures and enhancing employee engagement.

## CONTACT

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## CORE COMPETENCIES

- Customer Service
- Recruitment Strategies
- Employee Engagement
- Training Program Development
- Organizational Culture
- Performance Improvement
- Workplace Diversity
- Conflict Resolution
- Talent Management
- Succession Planning
- Change Management

## EDUCATION

- 2022: Post-Graduation in Master's in Business Administration (Specialization: Human Resource and Marketing)
- 2020: Graduation (Specialization: Tourism)

## PERSONAL DETAILS

**Date of Birth:** 01/01/1998

**Languages Known:** English & Hindi

**Address:** Maharajagnj- 273303, UP, India

## PROFILE SUMMARY

- Eager and driven HR enthusiast equipped with foundational knowledge in recruitment methodologies, employee relations, performance assessment, and HR technology systems.
- Proficient in creating nurturing workplace atmospheres conducive to fostering strong employee morale, engagement, and productivity.
- Showcased commitment to understanding client needs and delivering personalized HR solutions, aiming to build lasting professional relationships.
- Familiarity with fundamental HR software and systems such as HRMS, CRMS, and CBS, with a keen interest in leveraging technology for streamlined HR processes.
- Enthusiastic learner with a proactive approach to training initiatives and policy development, poised to contribute to organizational growth and success.
- Developing understanding of legal compliance requirements including EPF, ESI, Gratuity Act, Equal Remuneration Act, and Workmen Compensation Act, ensuring adherence to industry standards.
- Emerging proficiency in payroll administration tasks including salary structuring, attendance management, and basic financial transactions, eager to expand skills and knowledge in this area.

## PROFESSIONAL TRAININGS

**Management Trainee in 2023 | Métier HR Services**

**Course:** Advance Diploma in HR Generalist Functions

## WORK EXPERIENCE

**Junior Relationship Executive**

**Muthoot Finance | Dec 2023 – Present**

- Developing and maintaining strong client relationships, offering personalized financial solutions and advice to ensure satisfaction and loyalty.
- Collaborating with team members to exceed sales targets through exceptional customer service and effective product demonstration.
- Utilizing HRMS/CRMS systems to track client interactions and preferences, optimizing engagement strategies.
- Staying updated on industry trends & working on feedbacks to enhance service delivery.

## COMPUTER SKILLS:

**MSWORD, MS EXCEL , CHAT-GPT, HRMS, CBS,**