



Asfiya Khan

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Personal Details

- Date of Birth : 13/02/2000
- Marital Status : Unmarried
- Nationality : Indian

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- **Engineer's Circle** March, 2022 -
BDE and Counsellor
Taking Counseling of GATE, ESE, MPPSC AE and JE Students.
Administration work.
Cold Calling.
- **Technitab Solutions India Pvt. Ltd.** September - December
Talent Acquisition
Partnering with Hiring Managers to determine the staffing needs.
Preparation of Job descriptions.
Posting Job Vacancy on Job Portals, Social Media and group networks.
Sourcing the candidates.
Screening the resumes.
Coordinating for the interview rounds.
Negotiations with selected candidates as per given range.
Providing the job, team, organization policy related information during hiring process.
Providing the Offer letters to the selected candidates.
Answering queries of the candidates before on-boarding process.
Submission of all relevant letters, documents and certificates by the candidate for the Joining formalities.
- **Inventive Cafe India Pvt Ltd.** March 2021 - September 2021
Human Resources Manager
Lead a Team of 50 executives.
Hired the Right Talent for the company.
Co-ordinated And managed the executives.
Provided Offer Letters to them.
Monitored Performance and maintain the employee records.
Developed adequate induction and training.
Onboarded newcomers to the company.
Determined suitable salaries and remuneration.
Assisted with the performance management and review process.
Attended daily meetings.

- **IFortis Corporate**
Human Resources (HR)
Lead a Team of 32 interns of Sales/ Marketing and Corporate Ambassadors.
Created Job description for the Vacancies.
Posted vacancies on different Job portals.
Sourced the applicants.
Screened the suitable applicants.
Shortlisted them.
Conduction of job interviews of the shortlisted candidates.
Onboarded the Best candidates.
Introduction of new staff into their work environment.
Maintained the interns record.
Solved the queries of the interns.
Guided them about the Task.
Assigned them Tasks.
Evaluated the work done by them.
Maintained the reports of the tasks.
Appreciated the best Interns.

June 2021 - August 2021

- **Unschool**
Sales and Marketing
Worked as a Sales and Marketing Intern at Unschool.
Responsible for the Market Research, Trends, Market Expansion, updation of documents and maked records of the Market.
Drew content for the Public Posts for various marketing channels, Attending regular meetings and workshops with the Marketing Heads.

April 2021 - May 2021

- **NbliK India Pvt Ltd.**
Community Manager
During the Internship,
I worked with Community Team.
Directly responsible for the user acquisitions and Creativity.
Built Go-To-Market Strategies for various other categories.
Maintained reports of the Users.

April 2021 - May 2021

- **Technorizon India Pvt Ltd**
Business Development Executive (BDE)
Worked as a Business Development Executive in International Voice Process.
Responsible for the maintenance of Client Reports.
Coordinated with the team.

June 2020 - December 2020

Education

- **Devi Ahilya Vishwavidyalaya, Indore**
MBA 2021-2023
- **Devi Ahilya Vishwavidyalaya, Indore**
B.com (Foreign Trade) 2018-2021
- **Shri Cloth Market Girls School, Indore**
12th (Commerce + IP) 2016-2018
- **Shri Cloth Market Girls School, Indore**
10th 2014-2016

Achievements & Awards

- Secured 2nd Position at The National Level Quiz Competition.
- Secured 2nd Position among 500 Speakers at The National Level Speech Competition.
- Secured 2nd Position among 200 Debaters in the Inter-College Debate Competition.

Publications

- **Keynote Speaker at National Level Speech Competition**

Keynote Speaker at National Level Speech Competition on International Yoga Day organised by National Arts Forum, Awadh Province.

Which was published in the leading newspaper of Awadh, Uttar Pradesh, June 2021

- **Keynote Debater at Shri Vaishnav College of Commerce**

Keynote Debater at Shri Vaishnav College of Commerce, Indore on the Topic Positive Impacts of Covid-19 in our lives.

Which was published in 10 Leading Newspapers of Indore including Dainik Bhaskar, Prabhat Kiran, Dabang Dunia, Dainik Pradesh Watch, City Blast, Janadesh Vaarta, Nava Bharat, DNU Times, Madhya Pradesh Darshan and Indore Samachar, June 2021

- **Keynote Debater at SVCC, Indore**

Keynote Debater : New Education Policy (NEP) is the only alternative for the Reformation of the education, November 2021

Languages

- English
- Hindi
- Urdu
- Arabic

Skills

- Great Interpersonal Skills
- Good Communication Skills
- Excellent Spoken English
- Recruitment
- Problem Solving

Interest

- Public Speaking
- Debates
- Gardening
- Photography
- Reading
- Blogs