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|  |  | Bilkais Khan  HR & Administrative Professional |
| I seek an opportunity in a company where I can maximize my potentials, and utilize my experience, knowledge and skills to the fullest-- for my career advancement and for the growth of the vision of the company I serve. Contact PHONE:  +973 3315 5471  EMAIL:  [bqkhan2018@gmail.com](mailto:bqkhan2018@gmail.com) KNOWLEDGE & SKILLS Basic Computer Software  C-programming  E-commerce  Teaching and Training  Public Presentation PERSONAL DETAILS Nationality: Indian  Date of Birth: 1st June 1985  Marital Status: Single  Languages: English, Arabic, Kannada, Hindi & Urdu |  | EDUCATION **Master’s Degree, Human Resource Management, 2013**  National Institute of Management Studies, Jaipur Rajasthan  Class Mark: First Class, 62.30%  **Executive Master of Business Administration (EMBA), 2011**  National Institute of Business Management, Chennai  Class Mark: First Class, 69.75%  **Bachelor’s Degree, Human Resource Management, 2009**  Gogte College of Commerce, Chennai  Class Mark: First Class, 76%  **Higher Secondary Education, 2006**  St. Xavier Pre-University College  **Secondary Education, 2004**  Divine Providence Convent High School WORK EXPERIENCE **HR Supervisor**  **Beauty and Sparadise**  2012 till present  Company Description:  A first-class spa and salon established in 2007, currently with several branches throughout the Kingdom. Provides a unique and holistic approach to health, beauty and wellness with certified professionals and excellent service. For more details, visit [www.spabahrain.com](http://www.spabahrain.com).  Primary Tasks:   * Create a standard job description for all employee categories which are updated on a regular basis * Prepare, develop and implement procedures and policies on staff recruitment * Collaborate with the team in organizing training sessions, workshops and activities * Provide staff orientations * Monitor staff performance as well as attendance and absences. * Coordinate with recruitment staff in the hiring and selection process and ensure that acceptable standards / procedures are applied. * Provide orientations in employment and labor standards, legislation and workers compensation. * Facilitate processing of employee Visa applications * Perform tasks concerning the embassies * Ensure payment of GOSI/ EWA bills * Handle all accounts payable jobs * Replenish stocks of all departments on a weekly basis * Take charge of annual stock count * Report all customer complaints and suggestions to the top management * Document the minutes of top management meetings * Facilitate processing of applications/ document of Bahraini staff at the GOSI portal   **ISO 9001: 2015 System- Quality Management Auditor**  **Beauty and Sparadise**  • Maintain all documents on Quality Management System  • Update Audit Plan as per system requirements  • Maintain and update training needs requirements, programs and records  • Coordinate with all departments on the effective implementation of record matrix, procedures,  coded forms, SOPs and Corrective & Preventive Action (CPA) forms  • Ensure that changes in QMS are implemented  • Conduct staff training on QMS documentation  • Submit evaluation reports ON to the top management on a regular basis regarding the  effectiveness of the Quality Management System  **Human Resource Assistant / Secretary**  **Al Rashidaya Manpower**  June 2010 to June 2012  Company Description:  A fully accredited staffing and recruitment company that provides qualified, properly screened and well-trained employees to the company’s clientele from a wide range of industries.  Primary Tasks:   * Provide professional assistance as well as clerical and administrative support in Human Resource functions and operations * Process documentation and prepare reports relating to personnel activities such as staffing, recruitment, training, grievances and evaluations * Coordinate HR activities such as meetings, trainings and surveys * Deal with employee requests regarding human resources issues, rules, and regulations * Organize, compile and update employee records * Assist in payroll preparation by providing relevant data on absences, bonus, leaves, etc. * Conduct initial orientation of newly hired employees * Assist recruiters to source qualified candidates   **Junior Lecturer**  **Al Ameen Pre University College**  June 2008 to January 2010  Company Description:  A prestigious Pre-University College that emphasizes comprehensive and well-balanced training and preparation for higher education. Handled students from diverse backgrounds and utilized professional and relevant teaching methods to enhance student learning and performance.  Primary Tasks:   * Provide professional instruction and training in the English Language to university students. * Preparing the rosters for the teachers to effectively conduct their daily classes * Collaborate with the faculty and administration in the preparations for the annual functions * Plan and prepare the topics, exercises/activities, and exams for the daily lessons. * Discuss, plan and collaborate with the faculty administration in developing course requirements * Provide assistance to students in relation to their needs and requirements for the course. * Ensure that all teaching materials and activities comply with the university standards and regulations * Help create a stimulating and inspiring learning atmosphere for the students.  MEMBERSHIPS & ACTIVITIES |

* M. Phil Management, Distance Education, Delhi - Participant
* Toastmaster International - Member
* Manama Toastmasters –
* Vice President of Education, January to June 2018
* Head of Education for Area 1 Contest- 22nd March 2018
* Vice President Membership, July to December 2017
* Sgt-at-Arms, July to December 2016

## ACHIEVEMENTS

* 1st prize, Extempore at Gadag
* 1st prize, Extempore, by Rotary Club of Belgaum, India
* 1st prize, “Just a minute”, Rotary Club of Belgaum, India
* District level player in Ball Badminton
* NCC Cadet passed ‘A’ certificate exam