# CURRICULUM VITAE

**FAZILA KHAN**

J-31 Third floor ramesh park Laxmi Nagar New Delhi-110092

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**E-Mail Address: -** Fazila.20aug@gmail.com

**OBJECTIVE:-**

To work in the most challenging position with an organization that provides ample opportunities to learn and to contribute.

**Experience:**

**Present Work Experience**

**ORGANIZATION:** Kotak Mahindra Life Insurance Company Pvt Ltd

**Designation :** FMG-Assistant Manager( HR and Admin projects)

**Duration** : (From 22th Oct 2018 to present)

**Job Responsibility: -**

* Forming and maintaining employee record
* Addressing the employee’s queries related to policy and process
* To keep tracker for all administration work
* Managing the internal team for day to day admin & ad-hoc activities
* Responsible for Onboarding and Exit formalities of the employees.
* Scheduling interviews for BM.
* Responsible for driving and managing all HR initiatives/employee engagement agenda, recruitments/selection and on boarding.
* Responsible for Admin and operation related activities
* Vendor Management
* Bills processing
* Participating in resolving for HR related issue
* Managing Housekeeping /Security/Courier services/Vendors
* Maintaining Registers & Reports. Budgeting and working for cost reduction/saving.
* Printing & Purchase of Stationeries
* Repairs and upkeep of branch infrastructure (AC, DG , telephone lines), Engineering Services(AC, UPS Electricity etc). Arranging all the required items for routine operations.
* Managing On time Vendor Payment Process
* Ensuring AMC's and contract copies are maintained at branch.
* Travel & stay Co-ordination with Centralised Travel desk
* Space Management (Seat allotment & Storage)
* Coordinating for Ecode, offer letter, Arranging Aptitude test for the candidates
* Support for new joiner & employee exit formalities.
* Pest Control. (To ensure that the office hygiene maintain)
* Coordinate / Deal with the Building and office landlord for admin related activities
* Organizing and conducting security audit checks as well as formulating and implementing the emergency procedures & mock drills.
* Working on stale cases of the clients in the operation department

**Past Work Experience**

**ORGANIZATION:** S&S Care Skills Academy Pvt Ltd

**Designation :** HR Executive

**Duration** : (From 6th April 2015 to 20th Mar 2018)

**Job Responsibility**

1. Assist with day to day operations of the HR functions and duties
2. Excellent with effective calling and follow up with the students and franchise who is interested in taking admissions or willing to open the branches in their own cities.
3. Responsible for students placement for international as well as domestic sector.
4. Responsible for generating offer letters, exit letters, appraisal letter, etc to the Employees
5. Involved in appraisal, increment and incentive section. Organize Managers meeting.
6. Handling all employees complaints / grievances, doing activities like birthday bash, celebrations of Holi, Diwali, etc CSR activities and giving innovative ideas and implementing the same in sync with management
7. End to end co-ordination with employees, their managers, trainers, maintaining records.
8. Starting from their joining kits, their inductions, email ids, bank accounts etc, on boarding, their needs like, uniforms, id cards, Name tags etc.
9. Identifying the best performers and ensuring for their rewards and recognition and for bonus
10. Doing working on all Incentives and proper checking from HR including Employee, designation, Active, scheme etc.
11. Coordination with the consultancy Firm in case of hiring for a new employee for the company and maintain database also.
12. Salary distribution to employees
13. Maintain payment records given to vendors.
14. Checking House-keeping staff works.
15. Working on CSR project of whirlpool, Amber, Konica Minolta and Jubliant Foods in order to give the students training in AC/Ref/Washing machine etc courses.

**Past Experience**

**ORGANIZATION: -** Shraddha Info services Pvt Ltd

**Designation:** HR Recruiter

**Duration :** From 12th Sep 2014 to 24 Mar 2015

**Job Responsibility**

1. Sourcing profiles from portal like Naukri.com  
  
2.Conduct interviews  
  
3.Follow-up with candidates till attending the interview  
  
4.Getting vacancy details

5. Recruiting for senior positions like AM/DM/Manager level only.

6. [Interviewing and testing job seekers](http://www.totaljobs.com/careers-advice/interviews/job-interview-preparation)

7. Matching candidates to jobs to build a pool of potential applicants

8. Screening and short listing candidates for employers to interview

9. Building relationships with employers and job seekers

10. Meeting targets for vacancies filled and people placed

11. Keeping records and negotiating fees

12. Compile and update Candidate records (hard and soft copies)

13. Manage reference check of employees

14. Manage large Candidate data base with accuracy

***Professional Qualification:***

* Complete M.B.A (Human Resource) from Sikkim Manipal University in the year 2016.
* Completed B.A (Hons.) Pol Science, from Zakir Husain College (Delhi University) in the year 2014.

***Education qualification:***

* Passed intermediate in 2010 (Central Board of Secondary Education) from Andhra Education Society School.
* Passed High school in 2008(Central Board of Secondary Education) from Andhra Education Society School.

***Personal profile:***

* Name : ***Fazila Khan***
* Father’s Name : Zafar Ahmed Khan
* Mother’s Name : Tabassum Ara
* Date of Birth : 20-08-1992
* Gender : Female
* Marital status : Single
* Languages known : Hindi and English
* Hobbies : Listening songs, Willingness to learn new things.
* Nationality : Indian

**Date: \_\_\_\_\_\_\_\_**

**Place: \_\_\_\_\_\_\_\_\_**

**(Fazila Khan)**