

# 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 select Participants.
- Responded to Employee Issues and question in a timely manner.
- Updated Company Job description to reflect changing roles.
- Managing all the expenses on the behalf of the company.
- Meet with all new hires to explain benefits, Guidelines, and procedures.
- Redesigned employee handbook according to legal and benefit changes.
- Preparing hour sheet of all the employees on monthly basis.
- Managing all the job portals.

### **FIZA ENTERPRISES – LUCKNOW**

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

#### **Responsibilities Of HR: -**

- Identify staff vacancies and recruit, interview and select Participants.
- Responded to Employee Issues and question in a timely manner.
- Participate in planning and development.
- Provide Employees with career assistance.
- Recruit employees that advance company objectives.
- 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 INSURANCE - 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 Sunlife Insurance,
- 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 normal people.
- Explain insurance benefits as well to normal people.

### **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