

Saima Khan

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- ◆ Strategic thinker ◆ Staff Recruitment and Retention ◆ Employee Relations ◆ Strong Leader
- ◆ Training and Development ◆ Performance Management ◆ Effective communicator ◆ Insightful team member

Career Summary

- Experienced in HR Generalist role; handling Recruitment Cycle, Human Resource Planning, Office Management, Payroll, Compliance, Grievance Handling, On-Boarding through Off-Boarding.
- MBA, with specialization in HRM from Amity University, Lucknow.

Profile Summary:

- Excellent team player with strong analytical, leadership and organizational skills.
- Knowledge of executing HR processes.
- Skilled at building productive relationships with people across all hierarchical levels in the organization.
- Possess a clear understanding of industry HR trends and business practices.
- Adept at learning and applying new concepts, managing deadlines effectively and communicating ideas clearly.

Professional Experience:

□ ADZ Junction Media Private Limited

Jan 2019 – Dec 2019

Position: Senior HR Generalist
Location: Gurgaon

Job Responsibilities:

- Handle full recruitment cycle which includes job posting, sourcing and screening.
- Send interview call letters and take interviews junior to manager level.
- Create and maintain database of potential candidates and clients for the region.
- Perform Induction and maintain all the records of company employees.
- Evaluate the training program and arrange training for the team.
- Streamline the Leave and Attendance Management of all the employees.
- Solely responsible for the time management, payroll, salaries, bonus, increments for all the employees.
- Successful initiation of performance appraisal process of all the employees; received manager approval for the program.
- Co-ordinate with HODs for the preparation of the appraisals, handle employee grievance and give the complete report to my manager.
- Organize employee training and conduct employee engagement activities.
- Manage the calendar of events including activities such as birthday parties, anniversaries, festivals and organization of trips.
- Handle all the related activities for full and final settlement and exit formalities.

□ Woxa Lifecare Private Limited

Jul 2018 – Nov 2018

Position: Senior HR Generalist
Location: Gurgaon

Job Responsibilities:

- Recruit and interview potential applicants on experience, skills, and education.
- Perform job analysis, create job descriptions and liaise with management for clarification of role, expectations, project scope.
- Conduct employee on-boarding and help plan training and development and prepare appointment letters, relieving, and other drafts as per requirement from the management.
- Compile and update employee records (hard and soft copies).
- Prepare and process timely distribution of salary, bonus, increment, salary slip, leave encashment and full and final settlements.
- Maintain Attendance and Leave Records of Employees.
- Maintain and regularly update the master database (personnel file, personnel database, etc.) of each employee.
- Provide support to employees in various HR related topics such as leaves, compensation, etc. and resolve grievances or queries of the employees.

□ Entrepreneur – Fashion Boutique startup

Jan 2017 – Apr 2018

Position: Managing Partner
Location: Lucknow

Started a fashion boutique focused on specialized bridal collections for high-end clients. I managed all the embroidery work done at our warehouse. I was responsible for hiring specialized people in the trade with the help of 2 employees. I also had a showroom where walk-in clients could visit and make selections from a catalog.

□ **Lingual Consultancy Services**

Jun 2015 - Dec 2016

Position: HR Generalist
Location: Gurgaon

Job Responsibilities:

- Identify the right candidate to fit the job profile as per the client's requirement.
- Efficiently use online tools and other methods to regularly add to the existing talent database.
- Create a pool of candidate data from different job portals and review applicants to evaluate if they meet the requirements.
- Conduct pre-screening telephonic interviews.
- Schedule interviews, brief candidates before and after interviews.
- Initiate day-to-day interactions with the client to understand their requirement.
- Handle clients assigned by the Manager with respect to sharing the profiles and getting the feedback.

Client Servicing:

- Understand the requirement of the clients.
- Coordinate with the client and manager/supervisor to ensure on-time delivery of resumes.
- Get feedback on each candidate from the client.
- Schedule interviews of candidates.
- Follow up with the clients on the closures and joining process of the shortlisted candidates.
- Maintain the database of CVs shared with the clients with their updated status.

Employee Relation/People Engagement:

- Single Point of Contact (SPOC) for the team.
- Organize employee welfare, development, social activities, birthdays and any important events.
- Take care of the problems, queries and complaints of the employees. Responsible for organizing events and trips.

□ **Hella India Electronics Pvt. Ltd.**

Summer 2013

Position: Summer Intern
Location: Gurgaon

Job Responsibilities:

- Involved in the recruitment and selection process for new hires. Responsibilities included reviewing Manpower Requisition forms, communicating with applicant pool and arranging interview logistics.
- Conducted Human Resource Training (Internal and External).
- Reviewed existing Employee Welfare Schemes and generated new ideas to enhance employee productivity.
- Maintained legal records of the firm including Adult Register and Eligibility Register.

Education:

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| • MBA in HRM | Amity University, Lucknow | 2012 - 2014 |
| • Bachelor of Arts | IT College, Lucknow | 2008 - 2011 |
| • Course in Computer Concepts – UPTEC, Lucknow | | 2014 |
| • Advanced Microsoft Office including Word, Excel, PowerPoint, Outlook and Web Concepts | | |

Projects:

- Social Psychology and Industrial Psychology
- “Attitude of Manager” in Organizational Behaviour
- “Hypnotic Techniques” in Neuro-Linguistic Programming
- Business Turks, Amity University, 2013.

Languages:

- English
- Hindi
- Urdu
- French