

# ALEENA KHAN

HR

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## SUMMARY

Accomplished HR Executive with a proven track record at Travelounce Pvt. Ltd., enhancing recruitment strategies and talent management. With over 1.2 years of experience handling both IT and Non-IT recruitment, I have significantly improved hiring quality and efficiency. Adept in Pre-Employment Screening, employee relations, and HR policy creation, I have been recognized as a "Budding Star" and "Top Performer" for my contributions. My role extends to employee engagement, retention, and collaboration with legal and admin teams, where I've successfully managed end-to-end recruitment processes, policy creation, and event organization. Proficient in MS Suite, my strategic approach has consistently delivered above-target results in organizational development and personnel management. I am dedicated to fostering positive employee relations and driving continuous improvement within HR operations.

## EDUCATION

- **Masters in Business Administration**  
HR and Operations  
Aligarh Muslim University,  
2021-2023
- **Bachelors of Arts : English (Hons)**  
University of Delhi  
2018-2021
- **Senior School Certificate**  
Jamia Millia Islamia  
2017-2018
- **10th Jamia Board**  
Jamia Millia Islamia  
2015-16

## TRAINING UNDERTAKEN

- **Human Resource Intern**  
Indian Oil Corporation Ltd  
June 2022 - August 2022
- **Content Writer Intern**  
Bitemeup  
March 2020 - May 2020
- **Social Media Marketing Intern**  
Metrol Drs. Pvt. Ltd.  
October 2019 - February 2020
- **Content Writer Intern**  
Metrol Drs. Pvt. Ltd.  
November 2019 - February 2020

## PROFESSIONAL EXPERIENCE

### HR Executive, Travelounce Pvt. Ltd. June 2023- till Present

- Developed and executed recruiting strategies to attract and retain top talent, building a robust candidate network.
- Conducted comprehensive evaluations through effective screening, interviews, and reference checks.
- Managed job advertisements, pre-screening assessments, and onboarding for a seamless hiring process.
- Operated applicant tracking systems to optimize recruitment and maintain candidate data.
- Collaborated with hiring managers to align recruitment with job requirements and organizational goals.
- Enhanced employee engagement through targeted programs and initiatives.
- Implemented retention strategies to reduce turnover and improve job satisfaction.
- Managed leave records and policies, ensuring compliance and efficient processing.
- Promoted job benefits and perks to attract top talent and enhance the organization's appeal.
- Worked with HR leadership on competitive salary offers and market alignment.
- Addressed employee relations issues to foster a positive and harmonious work environment.
- Utilized MS Suite and applicant tracking systems for efficient HR operations and data management.

### E- Commerce Manager, Pearl Net India 2022-2023 (part time)

- Optimized e-commerce fulfillment strategy to minimize costs while maximizing profits and customer satisfaction.
- Established and maintained balanced and accurate e-commerce budget to execute on initiatives with proper funding and enrich customer experience.
- Helped find leading online retailers and platforms to connect with consumers.
- Incorporated e-commerce objectives in social media platform management.
- Engaged in product training, demonstrations, consumer awareness, branding, and acquisition initiatives to raise awareness and revenues.
- Demonstrated products to show potential customers benefits and advantages and encourage purchases.
- Achieved sales goals and service targets by cultivating and securing new customer relationships.
- Held one-on-one meetings with sales team members to identify selling hurdles and offered insight into best remedy.
- Built relationships with customers and community to establish long-term business growth.

## SKILLS

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- Master of pre-employment screening, excelling in in-depth background checks and candidate evaluations
- Architect of competitive benefits packages and innovative compensation plans
- MS Suite Specialist, with a flair for Excel, Word, PowerPoint, and Outlook
- Talent Management Virtuoso, expert in nurturing and elevating top-tier talent
- Recruitment Dynamo, renowned for sourcing and securing exceptional candidates
- Organizational Development Guru, shaping dynamic growth strategies and structural enhancements
- Training & Mentoring Maestro, guiding teams through transformative development programs
- Background Checks Connoisseur, ensuring thorough and compliant vetting processes
- Onboarding Visionary, designing seamless and engaging orientation experiences for new hires
- HR Management Ace, navigating diverse HR functions with precision and expertise
- Administrative Support Extraordinaire, providing unparalleled support for flawless HR operations
- Employment Law Savant, ensuring meticulous compliance with evolving regulations
- Personnel Management Specialist, excelling in employee relations and performance enhancement
- Onboarding & Orientation Specialist, crafting effective integration strategies for new talent
- Performance Appraisal Innovator, developing cutting-edge evaluation systems for peak performance
- Employee Relations Champion, fostering a positive workplace and adeptly resolving conflicts
- Recognition Program Innovator, creating inspiring and impactful employee recognition initiatives
- HR Policies Authority, expertly developing and implementing comprehensive policies and procedures
- Employee Investigations Expert, managing sensitive matters with utmost discretion and professionalism
- Termination Documentation Specialist, handling terminations with precision and respect

## MILESTONES OF EXCELLENCE

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- Reduced Time-to-Hire: Cut recruitment time by 30% through optimized processes and efficient pre-employment screening.
- Enhanced Hiring Quality: Improved quality of hires by 25% using a competency-based interview framework.
- Awarded Top Performer: Recognized as a "Budding Star" and "Top Performer" for exceeding recruitment targets and boosting employee engagement.
- Boosted Employee Satisfaction: Increased satisfaction by 20% with new engagement programs and regular employee recognition.
- Developed HR Policies: Created and implemented HR policies that improved compliance and streamlined processes.
- Cross-Functional Collaboration: Successfully worked with legal and admin teams to execute HR initiatives smoothly.
- Organized Company Events: Led event organization, increasing employee morale by 15%.
- Automated HR Processes: Reduced administrative workload by 40% by leveraging MS Suite tools for automation.
- Decreased Turnover: Lowered employee turnover by 15% with personalized retention strategies.