

# RESUME

## AAQUIB HUSSAIN

### Address :

"H-No-820/4"Third Floor,Flat No-302,  
Alig Apartment,Zakir Nagar,Okhla  
New Delhi,Pin-110025

### Linkedin:

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Mob. : 9519104969 , 9821735267

Passport No: U5527008

### Career Objective :

To work for an organization that gives me ample scope to apply my knowledge and nurture my skills, thus helping me to become a successful professional and a valuable asset for the organization.

### SKILL SETS:

- Willing to work in a challenging environment
- An effective communicator with exceptional relationship management skills
- Self motivator
- Basic Computer Knowledge

### Educational Qualification :

<i>Education</i>	<i>Board</i>	<i>Year</i>	<i>Division</i>	<i>CGPA</i>
10th	CBSE	2013	1 <sup>st</sup> Class	6.8
12 <sup>th</sup>	CBSE	2015	1 <sup>st</sup> Class	6.1
Graduation (B.A) Pol.SC Honours	VINOBA BHAVE UNIVERSITY	2018	1 <sup>st</sup> Class	6.56
MBA	AL-FALAH UNIVERSITY	2019-2021	1 <sup>st</sup> Class With Distinction	7.8

### Internship :

- V5 GLOBAL SERVICES PVT.LTD, NEW DELHI- (HR Executive)
- NIAMA ENDEAVOURS PRIVATE LIMITED, NEW DELHI – (Marketing & Sales)

## **Work Experience:**

- Working with **Vensysco Infra Pvt Ltd** as a **HR Executive** from **July 2021 till March 2023**.
- Working with **Vensysco Infra Pvt Ltd (Promoted)** as a **Assistant Manager HR** from **April 2023 till yet**.

## **JOB RESPONSIBILITIES:**

- Assistant Manager HR of Parent Company (Vensysco Infra Pvt.Ltd) as well as Child Company's Ninegrapes Integrated Service Pvt. Ltd , Orchard One Hotel, Vensysco Technologies, Prasar Bharati (BPO).
- Posting Jobs on Naukri.com, LinkedIn and Monster.com
- Hands on experience in IT & Non IT hiring.
- Providing IT candidates to "ZS Associates".
- Screening and shortlisting the resumes on job boards like naukri.com, monster.com and linkedin
- Calling the candidates for f2f interviews and arranging video conference, telephonic interviews on the daily basis.
- Doing Joining Formalities and Handling Induction.(Onboarding)
- Making LOI and Appointment Letter.
- Taking the Required Document from New Joinee and Maintaining the Files.
- Introducing the New Policies of the Company.
- Calculating Attendance of the Employee from Biometric.
- Making Salary Chart.
- Maintaining the Office Expenses.
- Calculating monthly leaves of the employees.
- Negotiating Salary with New Joinee.
- Retaining the Employees.
- Making Termination Letter.
- Making full and final settlement of the employees after 45days of their last day of work.
- Bulk hiring for Prasar Bharati (BPO).
- Bulk hiring language Specialist.

### **Extra Achievements:**

- Foreign Language Course GERMAN From **Goethe Institute - Max Mueller Bhavan (GERMAN EMBASSY) Delhi.**
- Entrepreneurship Development Programme From **THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.(NSIC) Delhi.**

### **SPECIAL INTEREST:**

- Internet surfing, Music, Travel.

### **EXTRA CURRICULAR ACTIVITIES:**

- Participated & won prizes in school sports at Guru Gobind Singh Public School.
- College toper in Political Science Department in Graduation at P.K.Roy.Memorial College, Dhanbad.

### **Personal Information :**

Date of Birth : 02-DEC-1997  
Father's Name : SARFARAZ HUSSAIN  
Present Address : H.No-820/4, Third Floor, Flat No-302, Alig Apartment, Zakir Nagar New Delhi -110025  
Languages Known : German, English, Hindi  
Nationality : Indian  
Permanent Address : "Sarfaraz - Manzil ", Naya Bazar ,Idgah Road, Dhanbad ,Jharkhand

### **Declaration :**

I hereby declare that all the information given above are true and correct to the best of my knowledge and belief.

Date:

Place:

**Signature**

(AAQUIB HUSSAIN)