



Azmatun Nisa Khan

Operations Executive

PROFILE SUMMARY

Aiming to advance my career through continuous learning and skill enhancement, I am a dedicated professional with strong time management and adaptability. I am driven, self-motivated, and consistently reliable, exhibiting a strong sense of responsibility and diligence in my work.

EDUCATION

2022	MBA/PGDM Rama Medical College Hospital and Research Centre, Kanpur
2019	B.Sc Chhatrapati Shahu Ji Maharaj University (CSJMU)
2015	XIth English
2013	Xth English

PERSONAL INFORMATION

- Email**
shireen.nisa@gmail.com
- Mobile**
(+91) 7309642510
- Total work experience**
2 Years 9 Months
- Social Link**
<http://www.linkedin.com/in/azmatun-nisa-khan-21279a210>

KEY SKILLS

- Human resources
- Operation
- Leadership
- Management
- Planning
- Decision Making
- Recruitment
- Staffing
- Onboarding
- Screening
- Communication
- HR MIS
- Excel
- Tally

WORK EXPERIENCE

Aug 2023 - Nov 2024	Operations Executive Workgen Solutions
Nov 2021 - May 2023	Human Resource Manager Shashwat dental Lab Human resources manager
Jul 2021 - Aug 2021	HR Executive and Recruiter fortax IIM-L

INTERNSHIP

30 Days	Max Life Insurance
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Projects

OTHER PERSONAL DETAILS

City New Delhi

Country INDIA

HOBBIES

Cooking, Crafting, Painiting

LANGUAGES

- English
- hindi
- urdu
- Arabic

EXTRA CURRICULAR

Volunteering

Participating in community service or non-profit organizations.

Leadership roles

Organizing events, or leading teams.

Sports

92 Days

"EMPLOYEE RETENTION IN PRIVATE SECTOR"

EMPLOYEE RETENTION IN PRIVATE SECTOR is not about managing retention. It is about managing people. If an organization managers people will, improve retention will take care of itself organization should focus on managing the work environment to make better use of the available Human Assets.

30 Days

Selection and Recruiter

this project is for selecting and recruiting process of Max Life Insurance

COURSES & CERTIFICATIONS

- RESOURCE MOBILIZATION [UNICEF] Rama Innovation and Startup Summit for Entrepreneurs- [RISE 2021]