

# Umra Khan

## MASTER IN HUMAN RESOURCE MANAGEMENT



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### SKILLS

- MS- Office
- Interviewing skills
- Interpersonal skills
- Leadership skills

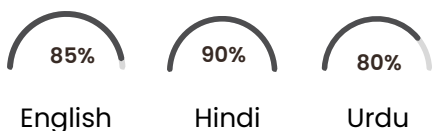
### CERTIFICATES

- Talent Acquisition- HRCI
- Learning and Development- HRCI
- Compensation and Benefits- HRCI
- Diversity and inclusion for HR professionals- University of California, Irvine
- Employee relation-HRCI
- Organizational Behavior: know your people- Macquarie University
- Hiring practices- University of California, Irvine

### CO- CURRICULAR ACTIVITIES

- PR & MEDIA volunteer at ILLUMINA: an HR conclave organized by MHRM students, AMU
- Management volunteer at IGNITE- corporate meet organized by Training Placement Office, AMU
- Head girl at AMU girl's hostel
- Food proctor at AMU girl's hostel
- Volunteered in Filmsaaz a fest organized by Filmclub AMU
- NISM certification 03 days workshop on financial literacy
- Organized workshop on women empowerment by Vivel India
- Workshop on Entrepreneurship Awareness camp 03 days by Commerce dept. AMU

### LANGUAGES



### ABOUT ME

A highly motivated and dedicated Masters of Human Resource Management (MHRM) student seeking an opportunity to leverage academic knowledge and practical skills in a challenging HR role. Committed to driving organizational success through effective talent management, employee development, and strategic HR initiatives.

### EDUCATION

**MASTER IN HUMAN RESOURCE MANAGEMENT**  
Aligarh Muslim University | 2022-2024  
7.5 /10 CGPA

**PG DIPLOMA IN BANKING,RISK AND INSURANCE MANAGEMENT**  
Aligarh Muslim University | 2021-2022  
8/10 GPA

**BACHELOR OF COMMERCE**  
Aligarh Muslim University, Aligarh | 2018-2021  
7.5/10 CGPA

**Senior Secondary XII- 78.6%**  
Amu Girls School | 2018

**High school X - 76.6%**  
C.P vidya niketan | 2016

### INTERNSHIPS

**AJA EDUCATION AND FOUNDATION** JULY 2023 - SEPT 2023

**Human Resource Intern**  
Talent Acquisition  
Team Management  
Implementing HRM Policies

**HEXERVE SOLUTIONS INC.** JUNE 2023

**Human Resource Intern**  
Talent Acquisition

**UNSCHOOL** FEB 2023-APR 2023

**HUMAN RESOURCE INTERN**  
Talent Acquisition

**FRANCHISE BYTE** JAN 2022-MAR 2022

**Business Development Intern**  
Coordinated meetings of potential franchise buyers  
Lead Generation  
Posting ads on Social Media

**XARE TECHNOLOGIES PVT LTD.** JAN 2020-APR 2020

**Freelance Performance Marketer**  
Organized Workshops for Feedback.  
User Engagement \Recruited freelance students to create a network to increase downloads.