

YUSRA NASEEMUL HAQUE

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Linkedin

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Address

House Number 89, Bade Bhaiyyo,
Deoband, Saharanpur,
Uttar Pradesh, India

Skills & Qualifications

- ✓ Team building skills
- ✓ Excellent networking skills
- ✓ Strong Interpersonal skills
- ✓ Innovative and hardworking
- ✓ Time management skills

Computer proficiency

- Basic computer knowledge.
- Windows 98, 2000, XP, Vista
& Windows 7, windows 8.
- MS office ●

Language Skills

English: Professional, **Hindi and Urdu** (native)

Hobbies

- ✓ Listening music
- ✓ Photography
- ✓ Dancing
- ✓ Internet surfing

OBJECTIVE

Seeking a challenging & responsible career start in the field of *human resource* and *marketing* where I will be encouraged to set higher goals and pursue them in an environment of organizational excellence.

WORK EXPERIENCE

HR Internship

GarudaUAV Soft Solutions Private Limited May 2023- July 2023

- Managed candidate sourcing from the job portals.
- Screened candidates' biodata for interview selection
- Understand the JDs and the skills which are required for the role.
- Conducted telephonic interview with candidates.
- Prepared appointment letters and welcoming mails
- Submitted weekly summary and the report of the candidates to my supervisor.
- Gained knowledge of HR compliances and policies ,including the POSH Act ,Provident Fund ,Gratuity Act ,and Bonus Act.

ACADEMIC BACKGROUND

Jamia Hamdard University, Delhi, India 2022-2024

Pursuing MBA (2nd year)

Dual Specialisation in; Human Resource and Marketing

**Aligarh Muslim University, Aligarh,
Uttar Pradesh, India | 2019-2022**

B.com (Hons.) [70.03%]

Red Rose Public School, Rohana, Muzaffarnagar, U.P- 2019

Class XII [84.6%]

International Indian school- Riyadh, K.S.A - 2017

Class X [7.6] (CGPA)

CO-CURRICULAR ACTIVITIES

- Actively participated in International Conference of Sustainability and Digitalization held on 28-29 September 2022 at School of Management and Business Studies in Delhi.
- Served as a member of the Discipline Committee during college fest volunteering
- Participated in various competitions at school level.
- Participated in sports (basketball, Volley ball) .

PERSONAL PROFILE:

Fathers Name: Hafiz Naseemul Haque

Mothers Name: Nishat Anjum

Date of birth: 10-12-2001

Sex: Female

Marital status: Unmarried

Nationality: Indian

DECLARATION:

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

REFERENCES:

Prof. Md. Shahnawaz Abdin Associate Professor Jamia Hamdard +919811507868	Dr. Noria Farooqui Associate Professor Jamia Hamdard +919873305501
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