



MEENAZ KHAN

Results-driven HR professional with around 1 year of experience in recruitment, talent management, and benefits administration. Proven track record of improving employee engagement and driving business growth.

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📅 06 January, 2001

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SKILLS

Recruitment & talent management

Leadership quality

MS Office

Communication skills

Data analysis

Project management

LANGUAGES

English
Full Professional Proficiency

Hindi
Native or Bilingual Proficiency

WORK EXPERIENCE

HR Executive A.S.Edutech

07/2023 - 06/2024

New Delhi

A.S. EDUTECH HR CONSULTANT is engaged in providing International Recruitment Services, Complete Human Resource Solutions, Visa Endorsement & Emigration, Documents attestation Services with Embassies

Achievements/Tasks

- Assisted in the recruitment process, scheduling interviews and processing various documents
- Maintained accurate and up-to-date HR records and reports
- Sourcing candidates online and updating job ads and collecting documents
- Responsible for finding potential employees for the clients
- Working on various portals and hiring for healthcare sector for Ministry of Health and Ministry of Defence

Contact: Mr.Arshad Rasheed - 9091940764

HR Executive Intern Intouch Quality Services Pvt Ltd

06/2022 - 09/2022

New Delhi

Intouch Quality Services Pvt. Ltd. is a team of highly skilled programmers and creative designers offering a complete solution of web services like - Website designing, Web hosting, Internet Marketing, Web And Mobile Application development, Ecommerce Development, New Domain Registration & Email Hosting Services

Achievements/Tasks

- Implementing and managing HR policies and procedures
- Managing recruitment processes, including resume screening, scheduling interviews, and conducting background checks
- Maintaining employee records, updating HR databases and managing employee benefits and compensation packages
- Conducting performance evaluations and providing feedback to employees. Addressing employee relations issues and resolving conflicts

Contact: Ms.Shivani - 0002422306, hr@intouchgroup.in



WORK EXPERIENCE



HR Intern

Aashman Foundation-NGO

05/2022 - 06/2022

Aashman Foundation is an NGO working for widows, women empowerment, child education & development.

Achievements/Tasks

- Sourcing candidates online for various profiles and conducting interviews for the same

Contact: Mr.Harshit - 9678314055



Operations Management Intern

Dentbay

05/2022 - 06/2022

New Delhi

Dentbay is the leading Wholesale Trader, Exporter and Retailer of Apex Locators, Endo Motors, DPG Machines, Dental Equipment, Dental Instruments and much more.

Achievements/Tasks

- Assisted in product upload on E-Commerce platforms such as eBay and Magento

Contact: Mr.Vaibhav - contact@dentbay.com



CERTIFICATES

Certified Naukri Maestro Recruiter



PERSONAL PROJECTS

Employee awareness with HR policy and it's impact on job satisfaction

Stress management of employees working in IT sector



EDUCATION



Master of Business Administration (MBA)

Delhi University

11/2023 - Present

New Delhi



Bachelor of Business Administration (BBA)

Guru Gobind Singh Indraprastha University

2023

New Delhi



Senior Secondary Education

N.K.Bagrodia Public School

2019

New Delhi



ACHIEVEMENTS

Award from Ministry of Parliament affairs for MUN speaking skills

Zonal level athlete participation

Certifications & prizes for writing skills, art & craft

Gold medal in athletics

Participated in various co curricular activities in school & college