

Syed Ali Athar

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SUMMARY

Results-driven HR-focused MBA graduate with expertise in talent acquisition, employee relations, and administrative proficiency. Consistently elevated customer satisfaction. Track record includes impactful internships in talent acquisition and HR administration. Holds certification in HR Management with strong research capabilities.

EDUCATION

ALIGARH MUSLIM UNIVERSITY

Master's in Business Administration (MBA)
Major in Finance; Minors in Human Resource Management
Cumulative GPA: 7.2/10

Relevant Coursework: Financial Management, Human Resource Management; Business Studies; IT

Aligarh, India
Aug 2020 – Aug 2022

ALIGARH MUSLIM UNIVERSITY

Bachelor's in Commerce (Hons.)
Major in Commerce; Minors in Accountancy

Aligarh, India
Aug 2017 - Jul 2020

WORK EXPERIENCE

HDFC BANK

Customer Experience Executive

- Enhance customer satisfaction through prompt issue resolution and precise management of accounts.
- Collaborate with cross-functional teams, analyze feedback, and ensure compliance with banking regulations.
- Provide accurate information on products, continually update industry knowledge, and support positive client relationships.
- Proactively cross-sell banking products to both inbound and outbound customers.

Gurgaon, India
Dec 2022–Apr 2023

Triedge.in

Talent Acquisition Intern

- Draft job descriptions, conduct resume screenings, and schedule interviews for prospective candidates.
- Maintain candidate databases, support on-boarding processes, and collaborate on recruitment initiatives with team members.
- Organize recruitment events and job fairs to attract and engage potential hires.

Delhi, India
Dec 2021 – Aug 2022

Graps Next Social Pvt Ltd.

HR Assistant Intern

- Coordinated employee on-boarding/off-boarding, managed HR documentation, and maintained employee records.
- Executed HR policies, contributed to employee engagement initiatives, and participated in recruitment activities.
- Provided support in various HR administrative tasks, ensuring the smooth functioning of HR processes.

Remote, India
Nov 2021 – Jan 2022

UNIVERSITY PROJECTS

- Dissertation**

Did a research study in Employee Relation domain of Hospitality Industry, topic was “The Human Dimension: Employee Satisfaction & work life balance in Hospitality Industry.”

ADDITIONAL

Technical Skills: Oracle, Microsoft Office, SPSS, HCM.

Languages

Fluent in English & Hindi.

Conversational Proficiency in Urdu.

Certifications & Training:

Management Consultant (PWC Consultancy)

Data Analysis (KPMG & Accenture)

Human Resource Management (Great Learning & GE AEROSPACE)

Human Resource Analytics (Great Learning)

Inter-Personal & Communication Skills (Society for Training & Development of Lakshadweep)