

Abdulsalam Khan

MMS-HRM Graduate

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OBJECTIVE

“Adaptable and results-oriented HR graduate with a Master's degree in HRM from Mumbai University, with strong interpersonal, communication, and analytical skills seeking an Entry-Level HR role. Eager to leverage skills and fresh perspectives to contribute to a positive work environment and achieve organisational success.”

EDUCATION

- **M.M.S – Human Resource Management(H.R.M)** **CGPI: 8.87**
Sahyadri Institute of Management & Research, India
Dec 2022–Jun 2024
- **Bachelor of Science in Biotechnology** **CGPI: 8.43**
Dr Datar Science, Dr Behere Arts and Shri. Pilukaka Joshi Commerce College(D.B.J College)
Jul 2018- May 2021
- **Higher School Certificate(HSC)**
National English Medium School & Jr. College
Feb 2018
Percentage- 60.92%
- **Secondary School Certificate(SSC)**
National English Medium School & Jr. College
Mar 2016
Percentage- 76.42%

WORK EXPERIENCE

- **HR Executive** **Sept 2024- Present**
COEPD, Pune, Maharashtra

Responsibilities

- Onboarding and establishing new client relationships and ensuring smooth integration into company processes.
- Review candidate resumes, conduct initial phone screenings, and assess their suitability for open positions based on job requirements..
- Maintain effective communication with clients, candidates, and internal stakeholders throughout recruitment.
- Draft and send customised email proposals to potential clients, outlining the company's recruitment services and value proposition.
- Utilize job portals to post job descriptions, attract qualified candidates, and screen incoming resumes.

- **Assistant Manager**
MD Mart, Chiplun, Maharashtra

Dec 2023- Sept 2024

Responsibilities

- Resolved customer complaints and issues effectively.
- Monitored stock levels to prevent shortages and overstock.
- Accurately placed orders to optimise inventory and minimize costs.
- Efficiently managed returns and product exchanges.
- Implemented effective product displays to enhance customer experience.
- Recruited staff and ensured adequate staff level.

- **Human Resource Intern**
Co. Skillgenic Academy, Indore, Madhya Pradesh

Oct 2023-Nov 2023

Responsibilities

- Managed job postings, resume sorting, and professional email communication, ensuring efficient candidate outreach.
- Effectively assessed candidate resumes to identify top talent aligned with job requirements
- Utilized online recruiting platforms to source qualified candidates for open positions, managing job postings and proactively engaging with potential applicants.
- Cultivated valuable skills in communication, resume screening, and recruitment, contributing to a successful recruitment process.

- **Human Resource Intern**
Co. Supriya Lifescience Pvt Ltd, Lote

Sept 2023-Oct 2023

Project Title: To Study Recruitment Excellence and Strengthened Interdepartmental Collaboration.

- Developed a deep understanding of organisational behaviour and interdepartmental collaboration for achieving company objectives.
- Gained a comprehensive understanding of the recruitment process, including relevant policies and employment terms.

CERTIFICATION

- HR Analytics using MS Excel for Human Resource Management
- MKCL KLiC Certificate Course In Advanced Excel
- MKCL KLiC Certificate Course In Advance Accounting With Tally ERP 9
- MKCL KLiC Certificate Course In Financial Accounting With Tally ERP 9 & Tally Prime with GST
- Communication Skills (TCS iON)

SKILLS

- **HR Skills-** Onboarding, Job posting, Recruitment, Management, Presentation, Screening, Proposal Drafting
- **Technical Skills-** MS PowerPoint, MS Word, MS Excel, using recruitment platforms, e-mail writing.
- **Soft Skills-** Interpersonal skills, communications, decision making, customer interaction, team management, time management.
- **Additional Skills-** Observation, adaptability, proactive learner, loyalty, confidentiality
- **Languages-** English, Hindi, Marathi.

Declaration

I solemnly declare that the information in this resume is true to the best of my knowledge and belief.