

CURRICULUM. VITAE

JAMILA SULTAN

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**D/O-Md
SultanMallick**

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AIM

To secure each challenging and responsible position with a scope for demonstrating my knowledge and skills, pursuing excellence and perfection in everything with a positive outlook; to initiate learning process while giving all my possible efforts in the development of the organization .

ACADEMICS

COURSE	INSTITUTE/COLLEGE	BOARD/ UNIVERSITY	YEAR	MARKS
MBA(HR)	I.I.B.M., Patna	I.I.B.M., Patna	2015	74.98%
B.Sc. (Chemistry)	R.L.S.Y	M.U	2011	78 %
12 th	R.P.S College Patna	B.I.E.C., Patna	2008	59 %
10 th	S.RAZA H. School Patna	B.S.E.B., Patna	2006	49 %

AWARDS/ACHIEVEMENTS

Member of Entrepreneurship Club(IIBM, PATNA) Session-2013-2015

Member of Cultural Club(IIBM, PATNA) Session-2013-2015

Workshop on 'Corporate Social Responsibility' 2014 (IIBM, PATNA)
Delivered Speech on 'Role of Management in Promoting Social Harmony' 2014 (SULABH NGO)
Workshop on 'Financial Awareness and Identification of Fake Currency Notes 2014'

- **Worked as HR executive in Retail Department at Seven Sages Innovation Pvt Ltd, from July 2015 to Feb 2017**
- **I have worked with SBI Credit Card as retailer within SBI Bank**
- **Worked with Trinity Corporate PVT.LTD as Sr.HR Manager Cum Admin from 3rd March 2017 to 15 December 2018 Delhi**
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Responsibilities:

- End to end recruitments.
- Training & development.
- Attendance & leave management.
- Performance management & appraisal activities.
- Employee Relations, Engagement & Retention.
- Exit Formalities.
- Record keeping & Personal file Management.
- Maintain Data Based.
- Client Co-ordination.

Worked as HR Manager at Radisson in Delhi from 2018 to 2021 July

Responsibilities:

Developing and implementing HR strategies and initiatives aligned with the overall business strategy

Bridging management and employee relations by addressing demands, grievances or other issues

Managing the recruitment and selection process.

Manage induction process and training and development

Manage leave and attendance

Worked with HPC as HRM from 2021 Dec to 2022 July .

Currently worked with Tata Tanishq from June 2022 to 2023 Dec
Currently working with Cambridge Public school from 2023 onward

Personal Information

Father's Name	:-	Sultan Mallick
Permanent Address	:-	Phulwari Sharif
		PatnaBihar-801505
Date Of Birth	:-	27th March 1992
Sex	:-	Female
Languages Known	:-	English, Hindi, Urdu
Marital Status	:-	Merried
Nationality	:-	Indian
Hobbies	:-	Cooking,Interact With New People.
Passport No	:-	R9965143

I do hereby declare that the above information is true to the best of my knowledge.

Date :

Place:-

(JAMILA SULTAN)