



BAQIR ABRAR

MBA GRADUATE

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WORK EXPERIENCE

HR Executive

October, 2022 – October, 2023

Trinity SkillWorks, Kerala

- Conducted screening, initial interviews, coordinated group discussions (GD), technical, and non-technical interviews.
- Conducted employee training and development.
- Employee onboarding & offboarding
- Managed client relationships for over 40 clients in the IT, ITeS, BFSI, and Retail sectors.
- Proven track record of data management, Record keeping.
- Handled day-to-day administrative tasks, ensuring smooth office operations.
- Coordinated various meetings, take minutes, including leadership team meetings, as well as management meetings.
- Conducted employee engagement programs, Planned and coordinated internal events
- Developed over 60 job descriptions to meet client requirements.
- Managed operations of SkillActz ATS with over 2 Lakhs+ users and 6000+ shortlisted job seekers.
- Collaborated with cross-functional teams to successfully implement product features.

EDUCATION

MBA IN HR AND OPERATIONS

2020 – 2022

CET School of Management, College of Engineering, Trivandrum, Kerala, India

B.Sc HOSPITALITY AND HOTEL ADMINISTRATION

2017– 2020

IHMCT, Trivandrum, under National Council for Hotel Management and Catering Technology IGNOU & NCHMCT – New Delhi

DIPLOMA IN AVIATION, HOSPITALITY AND TRAVEL MANAGEMENT

2016 – 2017

Frankfinn Institute of Air Hostess Training.

PROFESSIONAL SKILLS

- **HR Skills:** Employee Relations, Data Management, Administration, Travel arrangement, Emotional intelligence, HR Operations, Training and Development, HR Software, Attention to detail, Record keeping, Communication, HRIS, Organizational Skill, Daily Operations, Job Description Development, End to end recruitment, Sourcing, Interviewing, Talent Management, Employee engagement, Onboarding and Offboarding, Background verification
 - **Technical Skills:** Naukri RMS, MS Excel, MS Word, Apna Database, SkillActz ATS
 - **Marketing Skills:** WhatsApp Campaigning (Interakt), Bulk SMS, Email Marketing (AWS Pinpoint & Mailchimp), Social Media campaigning
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INTERNSHIPS

Human Resource Intern AGRIVATOR TECHNOLOGIES LLP

11/2021 – 12/2021

Achievements/Tasks

- Job posting on social media
- Issuing certificate of completion to Marketing interns

Front Office Trainee VIVANTA BY TAJ, TRIVANDRUM

07/2018 – 11/2018

Achievements/Tasks

- Appreciation from General Manager and Front Office Manager
 - Appreciation from In-House guests for the services i provided
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PERSONAL PROJECTS

Multi-dimensional aspects of conventional centres in Trivandrum

September, 2019 – March, 2021

- To study about the functioning of a Conventional Centre and to check whether we get valued service for the money we pay.

A Study on the impact of emotional intelligence on job performance of employees at their workplace

March, 2021 – July, 2021

- To explore the relation between emotional intelligence and job performance of employees and to study whether emotional intelligence has any direct role on job performance.
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ACHIEVEMENTS

- Started My Own Business (Aquarium shop) – September 2020
 - Successfully Coordinated College Food Fest(Fundango) – August 2019
 - Got Appreciation from General Manager of Taj Vivanta, Trivandrum during Industrial Exposure Training.
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CERTIFICATES

Travelport Galileo

GDS Basic & Advanced Course.

Front Office Associate

National Skill Qualifications Framework Level 4

NPTEL online course certificate

Organization Development and change in 21st Century

LANGUAGES

English

Professional Working Proficiency

Hindi

Limited Working Proficiency

Malayalam

Native or Bilingual Proficiency
