

# ALIYA JALAL

## HR PROFESSIONAL

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## PROFESSIONAL EXPERIENCE

- INAYAT E-LEARNING PROVIDERS  
HR Recruiter (2021-2022)
- Gained extensive knowledge in recruitment and communication.
  - Assisted human resources and recruiting teams by scheduling phone screens and online interviews.
  - Developed strong written and verbal communication skills.
  - Maintained relationships with personnel using strong collaboration and teamwork skills.
  - Answered phone and performed clerical duties assist human resource department.

## EDUCATION

### MHRM: Masters in Human Resource Management (2022)

Mahatma Gandhi University, Kerala, India (8<sup>th</sup> University Rank).

### BSc. Zoology (2020)

Mahatma Gandhi University, Kerala, India (A GRADE with Distinction)

## CERTIFICATIONS

- **100 hours training in communication and basic corporate etiquettes under affirmative action by TCS.**  
(Certified by TATA CONSULTANCY SERVICES, March 2020)
- **Enterprise Resource Planning (ERP)**  
(Certified by MES College Marampally, June 2021)
- **Soft Skill Development**  
(Certified by MES College Marampally, April 2021)
- **Airport and Airline Management**  
(Certified by Aviation Institute Kaloor. Jan 2018)

## PROFILE

An ambitious, highly motivated and flexible person who adapts seamlessly to constantly evolving HR processes and technology. Looking for a career in a result-oriented organization that seeks an ambitious and career conscious person, where acquired skills will be utilized towards continuous growth and advancement in a professional and progressive working environment. Have an excellent communication skill with interpersonal abilities, also able to handle multiple tasks and organized with a good time management with attention to detail.

## PERSONAL DETAILS

Nationality : Indian  
DOB : 21/11/1998  
Gender : Female  
Marital status : Married  
Languages : English  
Malayalam  
Hindi  
Visa Status : Husband visa

## **PROJECTS AND INTERNSHIPS**

- **Effectiveness of Human resource information system | Arjuna Naturals Pvt Ltd.** (*April 2022 - June 2022*)
- **Recruitment and Selection processes | Google Inc.** (*June 2021- Aug 2021*)
- **Study on the causes, consequences and management of stress among students during pandemic period | Inhouse project.** (*March 2021*)

## **ACHIEVEMENTS**

- **University Rank Holder (8<sup>th</sup> position)**
- **Won second prize in Paper presentation at Multi-Disciplinary**
- **National level - Green HRM practices and Environmental sustainability.**
- **Awarded as BEST Outgoing student of the year 2022.**
- **Paper presentation on Managing Change through innovative techniques.**

## **REFERENCE**

- ❖ Jasmin S.  
Assistant Professor  
Head of the HRM Department  
MES College, Marampally. Kerala  
Mob: (If necessary).

## **DECLARATION**

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

ALIYA JALAL

## **SKILLS**

- Excellent Communication
- Detail oriented
- Multi-tasking
- MS Excel.
- MS PowerPoint.
- MS Word.
- Presentation skills
- Accuracy
- HRIS Knowledge
- Recruiting
- Organization