

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 (8th 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 (8th 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