

MUHZINA AAFIL

Nationality: INDIAN

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CURRICULUM VITAE

PERSONAL DETAILS

My main objective is to be a part of an organization that has the vision and potential for development, growth expansion and at the same time a high standard of performance and my past and varied experience would be fully utilized in opportunities and gain effective output which will help in the mutual development of the surrounding environment and myself.

KEY SKILLS

- ▶ Knowledge of employment law and human resources responsibilities
- ▶ Good working knowledge of Office software (Word, Excel, PowerPoint, etc..) and a good level of computer literacy.
- ▶ Proficiency with photocopiers, scanners, and projectors etc.
- ▶ Assisting HR with process of recruitment assisting with Interviews and issuing employment Contracts.
- ▶ Supported daily operations of busy human resources department.
- ▶ Handling social media tools and technologies, with a track record of creating and implementing successful social media campaigns
- ▶ Overseeing company events, meetings and coordinating management-employee communication
- ▶ Coordinating logistics for new hire orientations
- ▶ Supporting employee training programs, workshops and seminar.

EDUCATIONAL QUALIFICATION

- **Secondary School leaving Certificate (SSLC)** at Holy Angels School Tvm.
- **Higher Secondary School Certificate (Science)** at Pettah Govt HSS Tvm.
- **BACHELOR DEGREE COMPLETED in BA ENGLISH LANGUAGE & LITERATURE** at Christ Nagar College Trivandrum 2017-Kerala University.
- **POST GRADUATION COMPLETED in MASS COMMUNICATION & JOURNALISM (2 RANK)** at AJ College of Science and Technology, Trivandrum 2020-Kerala University

COMPUTER SKILLS

MS Office

Photoshop

Data Analysis

Documentation

PROFESSIONAL EXPERIENCES

- Worked as a Media Analyst and Social Work Promoter at Ubais Sainulabdeen Peace Foundation (USPF) New Delhi (2 Year)
- Worked as HR Assistant at SVG M Company (1 Year)
- Completed internship from Kairali News
- Worked as Chief Reporter at 'The People News' (1 Year)

STRENGTH

- Commitment to do all kind of work.
- Adaptable to all environments.
- Keen interest in understanding the modern trends in visual media.
- Hard working Mentality.
- Ability to influence.
- Strong interpersonal skills.
- Solving complicated problems without pressure.
- Willingness to learn new technologies.
- Work effectively in a team or independently.
- Sociable and like interacting with peoples.

DECLARATION

I hereby declare that the above-mentioned statements are true and the best of my knowledge of supporting documents can be presented on a short notice.

I have many experience in the field of **Office Administration, HR Assistant and Document Control Procedures.**

I can start as soon as possible if my application has been considered positively for **Any Suitable Job**, and can prove myself as an asset for any organization.

you are humbly requested that my application may please be considered for the interview.

An early response will be highly appreciated.

Kind Regards,

MUHZINA AAFIL

Place: **DUBAI**