



AFSHA ANJUM

HR & TRAINING PROFESSIONAL

PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. Having 6+yrs of experience in HR and Training worked in all domains.

SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results

CONTACT



Dubai, UAE



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WORK EXPERIENCE

Hampstead Group, HR and Training Manager (Al Ain)

FEB 2021 – Jul 2021

- Handling three verticals under Hampstead Group, there are chain of restaurants and salon, hiring for all the
- organizations.
 - Conducting weekly trainings for all the employees.
 - Handling all the administration work.
- Taking interviews, coordinating with managers, working
- closely in all segments.
 - Making Payrolls, maintaining all documentation part.
 - Organizing events for employees, conducting activities.

EDUCATION

MBA in Human Resource Management (HRM) from ICFAI UNIVERSITY, (2017- 2019)

B.E. in Electronics and Telecommunication from CSVTU University, (2011- 2015)

PERSONAL DETAILS

Husband Name - Mohammed Aquib Khan

Language Known - English, Hindi, Urdu and Arabic.

Marital Status -Married.

Passport No. - Z3604831

Expiry Date - 01/05/2026

Nationality - INDIAN

Career Link Solutions, Founder

DEC 2019 – Jan 2021 (RAIPUR)

- Entirely heading the operation relative to each and every segment.
- Majorly involved in Management, Marketing, Business Development, Training etc.

ASAP Recruitment, Regional Manager

DEC 2017 - DEC 2019 (RAIPUR)

- End to End Responsibilities.
- Looking for complete activities in terms of HR Process, Interviewing, Hiring, Payroll, Job Posting, Training, Team Handling, Event organizing, participation in networking events.
- Sales Campaigns, Sales Lead Generation, Client coordination, Meetings, Business build ups, Business Tie-ups.
- Reports making, Team Training, Taking care of Social media marketing, organizing events, seminars, open jobfairs in colleges.

Zyoin Web Pvt.Ltd, HR Manager

DEC 2015 -DEC 2017 (BENGALURU)

- Involved in permanent and contract staffing and consulting.
- Handling different skill sets in fulfilling their targets/requirements at the given TAT.
- Completely taking care of all HR Activities also working as an team manager wgere handling 10 people under me.
- Client coordination, Client Meetings, B2B handling.
- Worked as an RPO with Truglobal, Wipro, IBM etc.

ADDITIONAL EXPERIENCE

Worked as a Guest Faculty with INIFD, Christel House India School, N.H.Goel World School, DPS School etc.