



Iqbal Mohd Khan

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CAREER OBJECTIVE

Looking forward to obtaining a position in an organization having the ability to learn and acquire extensive knowledge and experience while effectively performing my duties in an organization

EDUCATIONAL QUALIFICATIONS:

Qualifications	Year	Institutes	Boards / Universities	Marks
MBA (HR & Marketing)	2020	Institute of Professional Research and Education (IPER Bhopal)	Barkatullah University Bhopal	65%
B. Com (Economics)	2018	All Saints College of Science and Commerce, Bhopal	Barkatullah University Bhopal	61%
Higher Secondary	2015	Bal Bhavan School (CBSE)	CBSE	73%
High School	2013	Bal Bhavan School (CBSE)	CBSE	62.7%

EXPERIENCE AND PROFESSIONAL EXPOSURE:

1. Company: People Tech Group

Job Title: Jr. HR Associate

Duration: December 2019 - June 2020

Key Responsibilities:

- **Project Management:** Handled Technical projects maintaining and monitoring project plans, project schedules, work hours and budgets. Organizing, attending and participating in meetings. Documentation and following up on important actions and decision from meeting. Preparing necessary presentation for meeting. Tracking project plan and actual project to ensure each project goal has been on time



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- **Performance Management:** Maintain documents related performance management, tracking the performance and maintaining performance matrix
- **Recruitment:** Tracking recruiters for both India and US operations, maintain documents related to it. Build job descriptions for posting on online portals like Naukri.com, Dice, LinkedIn. Market research which included target companies, trending skills and tools required, target location and market salary package

2. Company: Infotek Solution Inc.

Job Title: HR Intern

Duration: May 2019 - June 2019

Key responsibilities:

- **Recruitment:** Job requirement postings on LinkedIn as well as bringing personal referrals
- **Selection:** Resumes checking of the candidate who have applied, conducting online tests of candidates and the scheduling interviews with concerned managers
- **Data Management:** Data feeding of candidate to the company's data base and maintain documentations for the same
- Further providing training to new interns
- Learned Canva tool for designing
- Learned Payroll

3. Event: WWF - The Market Wrestling (A product launching simulation competition)

Venue: IPER

Result: Winner of Category – "Breakfast Cereal"

Learning: Teamwork, conducting research on market and developing launch plan

Activities:

- Research – We researched the market to determine the characteristics of our product
- Launching – We made a launching plan
- Pricing – We set an reasonable price for our product
- Promotion – We made a promotion strategy



EXTRA-CURRICULAR ACTIVITIES:

MBA

Events Organized:

- Coordinator of My Franchise “Reflections – Central India’s biggest management fest” at IPER
- Coordinator of Invitation Committee “Reflections – Central India’s biggest management fest” at IPER
- Coordinated Guest Lecture by Imran Khan (Aapoorti Shopping Mall) at IPER

Winning:

- Winner of WWF Category - “Breakfast Cereal”
- First Position “Khel” Relay Race (400 meter), at IPER
- Winner in Abhiyan – Fashion Show, IPER

Participation:

- Cricket, Abhiyan, Khel
- Flat Race (200 meters), Abhiyan, Khel

SCHOOL

- Winning : 200 meter flat Race
- Participated : Commerce Talent Search

PERSONAL DETAILS:

Date of Birth: 5th January, 1998

Languages Known: English, Hindi and Urdu

Hobbies: Athletics (Running) and Playing Chess

DECLARATION



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

Date :

Location :

(Signature)

