

Alfiya Sayyed

HUMAN RESOURCE

PROFILE

Growth & Development is the main motto of my career. Seeking a quality environment where my knowledge & skills can be shared & enriched. Determined to work hard with dedication & result. Resolved to grow along by contributing consistently towards the prosperity & development of the organisation I am working with.

PERSONAL DETAILS

Birth date

19th October 1999

Nationality


Indian

Address

12/419, Dignity Co-Op Housing Society, Nehru Nagar, Kurla (E), Mumbai – 400 024. India.

CONTACT

 alfiyasayyed10@gmail.com

 9619338537

 [sayyed alfiya](#)

WORK EXPERIENCE

Human Resource

RELIABLE SPACE PVT LTD

July 2021 – Present

Preparing job descriptions and questionnaires for various positions, Designing and maintaining job postings across different social media sites and websites. Managing coordination between Operations manager and client. Maintaining records of jobs and candidate prospective. From sourcing talent through job portals to scrutinising, prescreening & tele-interviewing candidates.

Human Resource (Internship)

JOBZONE CONSULTANCY

Jan 2021 – Apr 2021

Screening resumes, performing in person and phone interviews, reference and background check. Coordinating with clients, coordinating with employees with their issues, employee engagement, keeping records, Offer letter and documentation.

EDUCATION

BMS (9.10 CGPA)

ANNA LEELA BUNTS COLLEGE

2020

SKILLS

Proactivity

Advising

Coaching

Recruitment & Selection

Intercultural Sensitivity

Language Skills

Teamwork

Verbal & Written Communication

Organisation

Efficiency

Professionalism


LANGUAGE FLUENCY

English

Hindi

HOBBIES

 Cooking

 Baking

 Sports

 Movies