

Alina Khan

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Career Objective:

Motivated HR graduate with strong theoretical knowledge of human resource management, including talent acquisition, training, and labour laws. Completed internships focusing on recruitment and employee engagement in fast-paced environments. Known for excellent interpersonal and communication skills, with a passion for fostering positive work environments. Eager to contribute to an organization's HR team by applying fresh ideas and best practices.

Experience:

Organisation	Roles & Responsibilities	Tenure
Krishak Bharati Cooperative Limited, KRIBHCO	HR Intern and Assistant (Welfare Facilities)	6 th June 2024 – 31 st July 2024
Labour Office Varanasi Trainee HR Intern	<ul style="list-style-type: none">Work on the protection of the labourers, semi-skilled workers against their exploitation.Spreading awareness in people, labourers, and others through rally and outreach programs	February 2024 - July 2024
Sakhi One Stop Centre, Varanasi	<ul style="list-style-type: none">Worked as Assistant Counsellor and TraineeCounselling of the women suffering from domestic violence and harassment.Keeping records and entries of the clients in the system in proper.Spreading awareness among women regarding their rights and well-being, ensure their overall personal growth and development as well as safety.	January 2023 - October 2023

Education:

Degree	CGPA/Percentage	Year
Mahatma Gandhi Kashi Vidyapeeth University, Varanasi Master's Degree from Social Work in HR Specialisation	8.73	2024
Mahatma Gandhi Kashi Vidyapeeth University Bachelor's of Art's	68%	2022
Kasturba Balika Inter College Intermediate	60%	2019
Kasturba Balika Inter College High-school	75%	2017

Skills:

- Problem solving
- Decision making
- Quick learner
- Communication skills
- Conflict resolution

Technical Tools:

- MS PowerPoint
- MS Excel
- MS Word
- Google Sheet and Docs
- Adobe Reader
- Gmail

Languages:

- English
- Hindi
- Urdu