



ANAM MOMIN

Human Resource Intern

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Profile Summary

Anam Momin, an energetic and ambitious person, aspired for securing a position that will utilize my relevant knowledge and skills at your organization. To work in an organization that will provide a forum for both professional and individual growth, challenging work environment that would help foster my managerial skills.

📋 Core Competencies

Talent Management	Critical Thinking	Intercultural sensitivity and language skills	HRM Knowledge	Pro Activity	Client Relationship Management
Advising & Coaching	Recruitment & Selection		Leadership & Personnel Management		

🎓 Education

🎓 MBA- Master of Business Administration in Human Resource from Amity University, Noida



🎓 B.A -Bachelor of Arts from Rani Channamma University, Karnataka.



IT Skills

- MS Office: Excel,
- MS Word,
- Outlook,
- PowerPoint ,
- Internet Applications.
- LinkedIn helper.

SKILLS

- Time management,
- Digital marketing strategies
- Team work,
- customer service.

Work Experience:

July 2021 - September 2021

Internship – Business umbrella recruiting and consulting services

Recruiting and Consulting Executive

Duties:

Post jobs on LinkedIn,

Headhunt,

Screening, selecting the right candidates,

Schedule the time for interview,

Coordinate with the managers on daily updates,

To select the right people at the right place and at the right time

To send emails to the clients and candidates,

To connect with more people on LinkedIn like CEO of the companies and to send them a message if they need any help in hiring employees then we can help, to get more clients,

To make sure we complete the project before the deadline.



Personal Details

- **Date of Birth:** 11th September 1996.
- **Languages Known:** Emirati Arabic, English, Urdu & Hindi.
- **Nationality:** Indian.
- **Driving License Details:** UAE, Active.
- **Visa Status:** Residence Visa

References:

1. **Mushtaq Ahmed** : +971-50-4554312
2. **Alia AlHaddad** : +971-55-6630259