



Saara Khan

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Gender: Female

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ABOUT ME

- Energetic, adaptable, hard working and ready to take up challenges
- Good communication skills
- Good analytical ability
- Good Persuasive skills

EDUCATION AND TRAINING

Bachelor of Science (B.Sc) from Gokhale College, Kolkata

ISC from St. Thomas Girls' School, Kolkata

ICSE from St.Thomas Girls' School, Kolkata

Computer knowledge basic, MS Office and internet

WORK EXPERIENCE

HR Manager in AL- HIRAA (2022)

- To recruit new people for the organisation
- Look into all sorts of issues in the organisation
- Manage the salary of the employees
- Take interviews and manage the recruitment process

Manager in Grand Pharmacy (2019-2022)

- Manage the salary of employees
- Manage store and its expenses

Academy Of Business Management Studies (2012-2015)

- As an HR Manager of the Institute
- To recruit new people for the organisation
- Look into all sorts of issues in the organisation
- Manage the salary of the employees
- Take interviews and look into the placements of the students
- Give training to the new joiners

National Institute of Management (2008-2010)

- Senior Counselor
- Counsel the students about their career
- Help them to take up a suitable course which would help them to grow in their work or academics
- Help the organisation to get students from all fields.
- Help the organisation together students for the institute for full time and corresponding courses

Wigan and Leigh College (2007-2008)

- Career Counselor
- Advice and train students for their exams.
- Counsel them with the best career options and courses

LANGUAGE SKILLS

Mother tongue(s): **Bengali**

Other language(s): **English and Hindi**