



MOHAMMED AYAAN AMAAN Durrani

ABOUT ME

Experience in Marketing Sales & Retail and Experience Manager in Human Resources administration and office management. Experience in the development of individual training program goals, overall program objectives, and module objectives.

Work effectively with a variety of subject matter experts.

MY CONTACT

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9324018849

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Residential Address.

Kambhekar Street,
50/52 Husaini Trust Building,
3rd Floor , Room no 23,
Mumbai- 400003
Near Sandhurst Road
Harbour Line

Language
-English
-Hindi

Soft Skills

- Observation
- Decision Making
- Communication
- Strong aptitude for learning

Hard Skills

- Ability to negotiate
- Target – driven

SSC PASSED IN March – 2017

From

Antonio De Souza High School (Byculla East)

HSC Passed in March - 2019

**Maharashtra College of Science Commerce & Arts
(Mumbai Central - Belasis Road)**

Graduation Passed in April – 2022

Bachelor's In Commerce

From

**Lala Lajpatrai College Of Commerce.
(Mumbai – Mahalaxmi Worli)**

MASTER OF BUSINESS ADMINISTRATION

2022-2024

(SPECIALISATION - HR)

From

Anjuman Islam Allana Institute Of Management Studies.

WORK EXPERIENCE

Neoniche Integrated Solutions Pvt. Ltd.

Job Role - Tele Marketing Executive

Duration - 10 August 2020 till 31st March 2022. (1 year 7 Months)

Roles and responsibilities - To convert fresh leads into potential leads and have to maintain the Database

Bestsellers Retail Pvt. Ltd.

Job Role – Fashion Consultant

Duration - 1st April 2022 – 30th Jan 2023 (9 Months)

Roles and responsibilities - I used to handle all walking clients and help them to work towards their fashion goals to pick their outfits that match their preferences, style, body type,

- Talent Management
- Employee Relation
- Strong Aptitude for learning

and budget

Eduvacancy

Job Role- HR Recruiter & Coordinator

Duration - 07th February 2023 till 31st May

Roles and Responsibilities

- Source and recruit potential candidates for open job requests. -
- Provide clients with quality candidates for open requirements by performing phone screens, interviews, and reference checks. Conducted phone and personal interviews to qualify candidates for open positions with Fortune 500 clients.
- Completed all background checks and paperwork for candidates to be eligible to go onsite at our client locations. Interviewed candidates, completed background checks and I-9 Compliance during the interview, and placed in positions available.
- Develop and maintain staffing data to assess trends in hiring and recruitment efforts.

Maintain a variety of electronic and hardcopy employment files, application, resumes, job descriptions, credentials.
