



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 CONATCT

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9324018849

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ayaandurranid@gmail.com

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.
