

Mohsin Khan

AL Murar, Deira 

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<https://www.linkedin.com/in/mohsin-khan1447/> 

Dynamic professional with expertise in Human Resources, customer service, public records, background verification, SEO content moderation, and research analysis. Recognized for strategic problem-solving and a commitment to excellence. Eager to contribute to your team's success.

Experience

JUNE /2023 TO PRESENT

HR and Document Controller/ Gulf Pro Solutions & Business Consultancy, Deira, Dubai.

With a diverse skill set spanning HR, document control, and marketing, I've effectively streamlined processes and communication channels within my company, ensuring optimal efficiency and compliance. Leveraging my expertise across these domains, I've played a pivotal role in fostering cohesive teams and driving strategic initiatives to meet organizational goals.

SEPTEMBER /2023 TO FEBRUARY /2024

Human Resources Research Analyst/ HOC (House of Custom) Global Threads, Dubai Internet City.

Conduct thorough workforce analysis, identify trends, and collaborate on effective planning. Utilize industry benchmarks to optimize compensation and benefits, proposing enhancements. Perform targeted research, connect with key stakeholders, and negotiate deals to advance project objectives

JANUARY /2023 TO JUNE /2023

Business Development Manager & HR/ Al Afza Manpower Consultants, Navi Mumbai, India

Business Development Manager: I crafted strategies for corporate partnerships, conducted market research, and nurtured client relationships. This involved enhancing satisfaction, negotiating agreements, and customizing staffing solutions.

Human Resources (HR): I efficiently handled recruitment and HR tasks, including onboarding, training, and employee relations. By building strong client relationships, I provided tailored HR solutions and ensured legal compliance. My emphasis on employee satisfaction boosted organizational success.

AUGUST /2022 TO NOVEMBER /2022

Public Record Specialist/ Sterling Talent Solution, Navi Mumbai, India.

Efficiently conduct background verifications for Canadian job applicants, swiftly processing candidate documents and delivering support within an hour. Coordinate closely with clients and internal teams, ensuring adherence to standard procedures and client preferences for seamless task completion. Additionally, liaise with the Police Department for criminal background verifications and follow up diligently to ensure tasks are completed on time.

OCTOBER /2020 TO JUNE /2022

Customer Service Representative/ Altruist Technologies Pvt Ltd, Navi Mumbai, India.

Provide end-user support via online helpdesk activation system, addressing inquiries, concerns, and service requests promptly and accurately. Diagnose and resolve software issues, ensuring timely

assistance and efficient problem resolution. Maintain adherence to standard procedures, escalate priority issues, and proactively communicate with clients to ensure satisfaction and retention.

Skills

Type 35 WPM • Proficient with Workday • Customer Service • Research Skills • Digital Marketing • Team player • Excellent time management skills • Conflict Management • Designing • Data analytics

Education

OCTOBER 2020

[Bachelors of Commerce/M.S. College of Arts, Com., Science & B.M.S.](#)
Mumbai, India

FEBUARY 2017

[Higher Secondary School Certificate - Commerce/](#) Shoeb Junior College of Arts, Commerce & Science
Mumbai, India

MARCH 2015

[Secondary School Certificate Examination/](#) National English High School.
Mumbai, India

Project

[Global Threads- Paris Project /](#) (HOC) House of Customs

Certifications / Licenses

[Google Ads Creative Certification /](#) Google Skillshop

[Introduction of Data Analytics /](#) Simplilearn's Alumni Program.

[Social Media Marketing /](#) HubSpot Academy.

[Digital Marketing /](#) HubSpot Academy.

[Tally ERP 9 - Advance Excel /](#) AICPTR'S Indian Indian Technical Computer Education

Additional Information

Date of Birth: 05-November-1999

Passport No.: R7620615

Visa Status: Employment Visa

Nationality: Indian

Language Known: English & Hindi

MOHSIN SALAM KHAN