

HAJEERA KHANUM

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Professional Summary

Detail-oriented HR professional transitioning into Management Information Systems. Experienced with HRIS systems, data accuracy, reporting, and process improvement. Skilled in analyzing workflow data, working with cross-functional teams, and using technology to streamline operations. Currently pursuing an MIS degree with hands-on projects in data analysis, databases, and business systems.

Skills

- Data accuracy, data entry, and secure record management
- Report generation and data visualization (Excel: Pivot Tables)
- Workflow improvement and process documentation
- Cross-functional collaboration and stakeholder communication
- Training support and user onboarding for new systems/tools

Experience

Technical Recruiter/Human Resources Assistant

Drishticon, Fremont, CA

June 2020-January 2023

- Managed full-cycle recruitment for technical and non-technical roles, including sourcing, screening, interviewing, and offer negotiation.
- Leveraged LinkedIn Recruiter and other sourcing tools to identify and engage top talent, reducing time-to-hire by 30%
- Partnered with hiring managers to develop job descriptions and implement effective recruitment strategies.
- Facilitated onboarding and offboarding processes, ensuring smooth transitions and compliance with company policies.
- Maintained accurate and confidential employee records in HRIS and personnel files.

Office Coordinator

Prohealth Home Care Service, Inc., San Jose, CA

January 2018- June 2019

- Coordinated with volunteer managers to recruit, train, and supervise volunteers for various roles within the hospice program, enhancing patient experience.
- Acted as a liaison between patients, families, physicians, nursing facilities, hospitals, insurance companies regarding matters related to their care.
- Managed sensitive patient information with strict adherence to HIPAA guidelines, always maintaining confidentiality and privacy.

Education

Bachelor's in Business Administration
Management Information Systems
San Jose State University, San Jose CA

Expected in 05/2027